



MANAGER'S HANDBOOK

Introduction

Let us start by thanking you for dedicating your time and energy to being a manager. As one of the representatives of our club that interacts with the players and families the most, we are aware that you have a huge impact on the soccer experience for our players. Cold Lake Soccer appreciates all volunteers, and it is our goal to make your job as easy and enjoyable as possible.

Team Managers are an important part of the team leadership. A good team manager ensures appropriate communication between the head coach and the parents, manages team rosters and finances, and acts as liaison between the team and the club.

If you are a Tier 4 manager, the Club has a NEW standard for incentives available.

The club has a standard amount to pay for travel outside of Cold Lake:

(Please see the staff compensation policy)

This standard applies to all of our teams and will be included in the annual budget. To qualify for the NEW incentives, participants must attend at least 80% of the season's activities, including practices, games, and tournaments. Any outstanding fees will be deducted from the incentive amount, with the remaining balance issued to the participant.

Manager's Duties

As a manager, you have 2 primary duties: managing communications and team finances.

COMMUNICATION

Your duties include communicating with parents by calling team meetings, distributing team roster information, and communicating practice/tournament information to players and parents. Cold Lake Soccer schedules all practices. Managers are responsible for completing and submitting the tournament registration and rosters/game sheets for each tournament in the season. The manager is a key figure working with the coaching staff to ensure that Cold Lakes Soccer's philosophy is implemented, and as such, you should become familiar with it.

TEAM FINANCES

Although Meridian Soccer collects registration fees, there are a variety of items that are not covered in this cost, such as tournament fees and coach appreciation gifts. Managers are responsible for drafting the team's budget at the beginning of the season, collecting and disbursing the necessary fees, coordinating/identifying fundraising opportunities if required, and reporting how funds were used at the end of the season. It is strongly recommended that the manager open a bank account for the team.

Getting Started

RESPECT IN SPORT CPIC REQUIREMENTS

Please note that the provincial governing body for soccer, the Alberta Soccer Association (ASA), requires that all coaching staff (including assistant coaches), managers, and anyone on the bench whose names appear on the game sheet or will be in dressing rooms be in possession of a current (within the last 3 years) Criminal and Vulnerable Sector clearance. All of these individuals must also have completed the Respect in Sport Course, which is available online at: [Respect in Sport for Activity Leaders - Getting Started](#)

Included within the registration system is the option to complete an online Criminal Record Check with the Vulnerable Sector Screening (CRC -VSS). This is paid for by Cold Lake Soccer. This is set up through the online registration when you register as a coach. If you do not have a valid CRC-VSS to upload (within 3 years from the date of issue), select the box under Family Member Information to complete the process online. If you have a valid document to upload, it will be after the requirements section in the registration form. Suppose you have difficulty completing the CRC-VSS online. If you cannot complete the online CRC-VSS and do not have a valid one, you can upload it. Cold Lake Soccer can provide you with a letter to go to the local RCMP station and complete one. Keep your receipt, and the club will reimburse your cost once you submit your completed CRC-VSS.

RAMP REGISTRATION You will need to register on RAMP at the same place you registered your child to play, as team personnel. This is where you record your Respect in Sport certificate number and the date of your criminal record check.

Before the Season

ONCE YOU ARE ASSIGNED TO A TEAM

One of the most important activities to set the tone for the season is the pre-season player/parent meeting. Here is the sequence of actions that you need to take as the head coach.

- The Director of Soccer will email out the team lists to the coach.
- The coaches will contact you to introduce themselves and pick a tentative date for a pre-season meeting.
- The coach or you need to attend CLSA Coach's night to obtain information and a list of tournaments that are offered.
- Meet with the head coach to determine expectations for player attendance and arrival times for training and games.
- Research possible tournaments (via Alberta Soccer website) for discussion at the meeting.
- Draft a team budget for discussion at the parent meeting (sample budget attached). Drafting more than one scenario helps to guide the discussion.

Examples of budget expenses include:

1. tournament fees (number agreed at parent meeting)
 2. travel expenses (hotel, gas & meals) for coaches for out-of-town tournaments
 3. misc. expenses (ice packs, additional first aid supplies, bank fees)
 4. coaches' gifts
 5. team wind-up
- You should invite the parents to the pre-season meeting. Your coach should follow the agenda that is included in the appendix.

AT THE PLAYER/PARENT MEETING

- Confirm all team roster information with parents (including all contact information). Report any discrepancies to the Registrar.
- All teams must wear club-approved apparel. If a team is interested in ordering alternate club-approved jerseys, they may do so at their own expense.
- Assist in ensuring that all managers, coaches, and bench parents have obtained Respect in Sport Certification and have valid Criminal Record checks. Encourage all parents to take the RIS course; it is easy to do and does not take a lot of time to complete. The benefits are many and are in the interests of providing our children a safe and enjoyable experience.
- 4. Ensure that all players and parents are aware of and adhere to Cold Lakes' Code of Conduct (found on the website)

During the Season

FINANCES

1. Manage fees and payments as required throughout the season, being sure to keep accurate records of deposits and payments (retain all receipts).

COMMUNICATION

1. Act as liaison between the coaching staff and parents.
2. Complete game sheets for tournaments.
3. Act as chaperone with players during travel, training, and games as necessary (the manager should only sit on the bench during games if there is no assistant coach or if all coaches are opposite gender of the team).
4. Assist the coach in maintaining discipline and report any behavioral issues contrary to Cold Lakes' Code of Conduct.
5. Ensure that any major issues with discipline or parent concerns are reported first to the appropriate age group director.
6. For out-of-town tournaments, arrange group reservations of hotel rooms for the team.

End of Season

1. Collect all tournament equipment as required by the Club.
2. Prepare and circulate a statement of fees and expenses for the season as requested (see attached sample).
3. Refund any excess fees or collect for any outstanding expenses

APPENDIX

GENDER PROVISIONS

A female team with male coaching staff is recommended to have an adult female in attendance in the dressing room, on the bench, and at practices. A male team with a female coaching staff is recommended to have a male adult in attendance at the abovementioned events. These people, commonly known as "Person in Authority or Bench Parent," must also register as team personnel and provide Criminal Record and Vulnerable Sector checks, and have complete Respect in Sport certification.

PARENT/GUARDIAN MEETING SAMPLE AGENDA

Welcome and introduction

- Coach background as athlete, coach, parent, etc.
- Each person shares their name and something about themselves, sport-related or otherwise.

Coaching Philosophy

- Team Values
- Dealing with mistakes in competition
- Policy on playing time, missing practices, and attendance:

Goals and Hopes for the Season

- Coach's goals and hopes
- Parents' goals and hopes: Logistics
- Practice schedules
- Tournaments
- Budget
- Equipment
- Gender Reps? Completion of criminal and vulnerable sector checks and RIS.

Cold Lake Team Budget – Sample

<u>EXPENSES</u>	<u>Budget</u>	<u>Cost Actual</u>	<u>Cost Remarks</u>
<u>Tournament #1</u>	<u>\$450.00</u>	<u>\$450.00</u>	
<u>Tournament #2</u>	<u>\$500.00</u>	<u>\$500.00</u>	
<u>Jerseys</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>Included with Base Registration</u>
<u>Coach's Gifts</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>Decide as a team how much per coach</u>
<u>Misc Expenses</u>	<u>\$30.00</u>	<u>\$0.00</u>	
<u>TOTAL EXPENSES</u>			
	<u>\$2140.00</u>	<u>\$2110.00</u>	
<u>INC OME</u>			
<u>Fees Per Player</u>	<u>\$211.00</u>	<u>\$211.00</u>	
<u>TOTAL TEAM INC OME</u>			
	<u>\$2110.00</u>	<u>\$2110.00</u>	<u>Difference between Actual and Budget Cost -\$30.00 Total</u>
	<u>Remaining -\$30.00</u>	<u>Total Remaining Per Player \$3.00</u>	<u>Amount to refund (-) or</u>
	<u>collect (+) at end of season # of Players</u>	<u>10</u>	

CODE OF CONDUCT

As an affiliate of the Alberta Soccer Association, Cold Lake Soccer is committed to upholding the code of conduct as developed by the CSA. The full Code of Conduct can be found on our website. [Code of Conduct and Ethics \(1\).pdf](#).

CODE OF CONDUCT – COLD LAKE SOCCER

Code of Conduct:

The Code of Conduct is included in registration and is agreed to as part of registration. It is the intention of this pledge to promote fair play and respect for all participants within the soccer club.

Player Code of Conduct:

The following code of conduct has been developed to provide players with guidelines outlining the behavioral and procedural responsibilities of playing with the Cold Lake Soccer Association.

1. I will play by the rules of soccer and in the Spirit of the Game.
2. I will act in a respectful and responsible manner. Abusive language and disruptive behaviour will not be tolerated. I will be removed from the program if my behaviour is not acceptable.
3. I will respect my opponents and teammates. Acknowledge all good plays and performances - those of my team and opponents.
4. I will do my best to be a true team player and strive to give my best for the good of the team.
5. I will remember that winning isn't everything - having fun, improving skills, making friends, and doing my best are also important.
6. I will acknowledge all good plays and performances - those of my team and opponents.
7. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to comply with the Player Code of Conduct for the Cold Lake Soccer Association.

Player Signature

Player Printed Name

Date Parent/Guardian Signature Parent/Guardian Printed Name Date

Code of Conduct: Parents and Guardians

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Parent(s) and Guardian(s) Code of Conduct The following code of conduct has been developed to provide parents and guardians with a clear set of guidelines outlining the behavioral and procedural responsibilities when participating with the Cold Lake Soccer Association.

1. Let the coaches do the coaching for all team members.
2. Support the program by volunteering to assist the team somehow.
3. Be your child's best fan; support him or her unconditionally.
4. Acknowledge your child's effort, as well as his or her support of team members, adherence to player responsibilities, etc.
5. Support and root for all team members. That fosters teamwork.
6. Be enthusiastic about all kids' efforts, successes, and hard work.
7. Support your team, coaches, players, and referees in all situations. Model good sportsmanship at all times during practices and competitions.
8. Orient your child to the enjoyment of participating and his or her responsibility to the team.
9. Encourage direct communication. If your child has difficulties in practice or games, or can't make practice, encourage him or her to speak directly to the coaches.
10. Understand and display appropriate game behaviours (e.g., watch, make positive remarks; don't berate players, officials, or coaches). Remember, your child's self-esteem and game performance are at stake. Be supportive.
11. Keep sport in its proper perspective: Sport should be fun for you and your child. Highly skilled children and their parents must be especially careful to maintain a balanced view.
12. If your child's performance produces strong emotions in you, maintain a calm demeanour. Your relationship with your child remains long after competitive sports days are over. Keep your goals and needs separate from your child's experience.
13. Reality test: If your child's team loses but has played its best, help your child see that as a "win." Remind him or her to focus on the "process" and not only "results." Children should derive fun and satisfaction from "striving to win" and playing well and hard.
14. Let other family members and friends who might attend your child's games know what constitutes appropriate and supportive behaviour. You are responsible for their behaviour.
15. Have fun. Remember, children play organized sports for fun, first and foremost.
16. Encourage your child to play by the rules and to resolve conflicts without resorting to hostility or violence.

17. Teach your child that doing one's best is as important as winning, so that your child will never feel defeated by the outcome of the game. Make your child feel like a winner every time by offering praise for competing fairly and hard.
18. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
19. Never question the referee's or coach's judgment or decision.
20. Respect the official's decision, respect the players, and respect the coaches in all situations.
21. Respect and show appreciation for the volunteers who give their time to soccer for my child.
22. Support your team, coaches, players, and referees in all situations.
23. Cold Lake Soccer wants to adopt a behavioral stance against persons who insult, harass, threaten, or assault other persons at any event involving a Meridian Soccer team.
24. If someone is acting in an unacceptable manner, they may be instructed to leave the area immediately. If the behaviour continues in any way, shape, or form during the game and is documented, the CLSA Board will take appropriate action toward said person or persons.
25. If the person is identified as a parent, friend, or family member of a Cold Lake Soccer athlete, the parent and possibly their child will be suspended from any and all Cold Lake Soccer activities for the season or longer if needed and will be subject to a behavioral bond before their child or children are allowed to play again.
26. Upon suspension or any other discipline from the Cold Lake Soccer Association, there will be no refund provided for any fees paid.

I agree to abide by the principles of the CODE OF CONDUCT as set by Cold Lake Soccer Association. I also agree to abide by the rules, regulations, and decisions of the Cold Lake Soccer Association.

Parent/Guardian Signature

Printed Name

Date

Code of Conduct: Coaches, On-field Support & Volunteers

The Code of Conduct is included in registration and is agreed to as part of registration. It is the intention of this pledge to promote fair play and respect for all participants within the soccer club.

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COACHES, ON-FIELD SUPPORT, AND VOLUNTEERS CODE OF CONDUCT.

THE FOLLOWING CODE OF CONDUCT HAS BEEN DEVELOPED TO PROVIDE COACHES WITH A CLEAR SET OF guidelines outlining the behavioral and procedural responsibilities of coaching with Cold Lake Soccer Association.

1. I understand that I am representing the Cold Lake Soccer Association as well as my team and will act accordingly at all times. Any inappropriate conduct directed towards members of the CLSA Board of Directors, or the representatives of other associations, other volunteers, parents, players, and officials will not be tolerated.
2. I understand that coaching is a position of trust and leadership. Therefore, I will be a positive role model for my players and will maintain my personal integrity and dignity at all times.
3. I understand that being a coach means being, first and foremost, a teacher. I will teach my players basic soccer skills, techniques, and strategies, and will give all my players the opportunity to improve their skills, gain confidence, and develop self-esteem.
4. I will not swear, use profanity, make obscene gestures, or engage in any inappropriate behaviour or conduct while acting in a coaching capacity or representing the CLSA.
5. I am aware of the Alberta Soccer Association (ASA) and tournament bylaws, policies, rules, and regulations, and I agree to abide by them and to be bound by them and shall support and uphold them to the best of my ability. I understand I may be disciplined (suspended) if I violate the bylaws, policies, rules, and regulations.
6. I will respect the referees and game officials and their authority during every game. I will not dispute, challenge, or excessively argue with any decisions made by them or confront any referee or league official at the field before, during, or after a game. If necessary, I will take the time to calmly and rationally discuss any situation or call made during a game with a tournament official or by utilizing proper channels.
7. I will always display good sportsmanship and fair play and will encourage the same from my players, colleagues, opponents, parents, and spectators.
8. I understand that the game of soccer is a team sport, and I will treat all my players in a fair and equal manner.
9. I will have a positive attitude and will always praise my players for trying hard, playing fair, and doing their best, regardless of the outcome of the game. I will not criticize or yell at any player

for making a mistake or losing a competition. I will not tolerate physical or verbal abuse in youth sports.

10. I will maintain an open line of communication with my players' parents. I will explain my goals and objectives for the team.

11. I shall discuss openly with Parents about items specific to their child's needs. Not other children.

12. I will maintain an open line of communication with the Director of Soccer at all times

13. I will be humble in victory and gracious in defeat. I agree to abide by the principles of the CODE OF CONDUCT as set by Cold Lake Soccer Association. I also agree to abide by the rules, regulations, and decisions of the Cold Lake Soccer Association.

Volunteer Signature

Player Printed Name

Date