



NEWFOUNDLAND and LABRADOR
SOCCER ASSOCIATION

www.nlsa.ca

Manager's Guidelines Manual
2019

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MANAGER GUIDELINES

1 Qualifications

- 1.1 The minimum qualifications for manager positions are strong organizational and financial skills.

2 Duties and Responsibilities

- 2.1 The manager must present a final budget to the NLSA Business Manager subject to a deadline determined by the Business Manager.
- 2.2 Managers must meet with the NLSA Business Manager to ensure that all bank accounts are in order.
- 2.3 Managers must inform the NLSA Business Manager regarding their concerns pertaining to Provincial Team travel.
- 2.4 All team members must travel as a single unit to all competitions unless other arrangements have been approved by the NLSA Office. Special requests for change of departure or return dates must be given to the manager who will then consult with the NLSA Long Term Player Development Director. No changes to return dates should be approved without proof of supervision.
- 2.5 The NLSA office is responsible for booking all flights. Managers, however are responsible for booking buses for teams travelling within the province and as a means of transport at the tournament site if necessary.
- 2.6 Winter Training Fees are collected by the NLSA office.
- 2.7 Managers must inform the Managers Committee of a player's failure to make regular payments and/or lack of participation in fundraising activities. If the matter is not corrected, the head coach must be informed.
- 2.8 Managers will receive a summary of all medical information on all players in the team pool after all players have completed the necessary online forms.
- 2.9 Managers should obtain T-shirt sizes for Winter Training apparel and submit them to the NLSA office within 30 days.
- 2.10 Managers must obtain uniform sizes and submit them to the NLSA office within 30 days so that appropriate uniforms may be designated to the respective teams.

- 2.11 Managers must sign for all uniforms they receive from NLSA office with one copy of the signed document kept by the manager and the other retained at the NLSA office.
- 2.12 Managers must return all uniforms to the NLSA office within one (1) week of the end of the program.
- 2.13 Managers will sign a written agreement / contract outlining the responsibilities of their position. This agreement will highlight the manager's commitment to the NLSA, the Technical Committee, the players, the parents and to the Provincial Team Program.
- 2.14 Managers must complete the Respect in Sport for Activity Leaders.
- 2.15 Managers must have a valid Police Record Check (PRC) with Vulnerable Sector Screening – valid for 12 months.
- 2.16 Managers must attend meetings with the Managers Committee as required.
- 2.17 Managers should have Emergency First Aid where possible. First Aid Kits will be provided by the NLSA.
- 2.18 Provincial Team coaches and managers are not permitted to rent vehicles to transport players.
- 2.19 Managers must ensure that all players have regular meals during tournaments. Special arrangements must be made for nutrition when game schedules interfere with regular meal times.
- 2.20 Managers are responsible for applying for all government grants that are available.
- 2.21 At the conclusion of the tournament Managers are required to have bank accounts closed within 30 days.

3 Finances

3.1 Budget

- 3.1.1 As a minimum requirement all budgets should be prepared with the expectation of breaking even.
- 3.1.2 The following items must be included in a team budget:

Revenue:

- Details of all sources of revenue – fees, fundraising, donations, payments, etc.

Expenses:

- Staff expenses (travel to camps, tournaments, apparel, etc.)
- Team travel (tournaments, camps)
- Team hotels or other accommodations
- Team meals
- Provincial rep travel
- Team apparel
- Bus rentals at tournaments if deemed necessary
- Other functions as deemed necessary

3.2 Financial Records

- 3.2.1 All financial records are the property of the NLSA.
- 3.2.2 A copy of account numbers and a list of the signing authorities on the account should be on file at the NLSA office.
- 3.2.3 A budget should be on file at NLSA upon a deadline determined by the NLSA Business Manager.
- 3.2.4 Monthly statements of each player's account must be available to parents on request with copies kept on file.
- 3.2.5 There must be monthly reconciliation of team bank accounts.
- 3.2.6 At the conclusion of the program each parent should be sent a statement including the cost of travel, money sent in by the parent, and money remaining in the player's account or owed to the NLSA.
- 3.2.7 At the conclusion of the program a team financial statement must be filed with the NLSA with a copy to be made available to parents if requested.
- 3.2.8 All financial records (bank statements, cancelled cheques, player statements and team statements) must be returned to NLSA one week after all expenses have been paid.
- 3.2.9 All money received from parents must be receipted.
- 3.2.1 All purchases and expenses must be verified by receipts and/or proper documentation.

3.3 Fundraising

- 3.3.1 Provincial Team Managers are NOT responsible for organizing fundraising activities. They are the point of contact for all lottery licenses obtained for fundraising activities.
- 3.3.2 Fundraising projects must not conflict with the aims and objectives of the NLSA or the interests of any of the official sponsors of the NLSA.
- 3.3.3 All fundraising projects and methods must be approved by the NLSA office before the start of each project.
- 3.3.4 All fundraising must comply with any provincial regulations that may be applicable. Lottery license applications must be approved by the NLSA office prior to the application being submitted.

3.4 Fundraised money

- 3.4.1 Unused money fundraised under the name of the NLSA is the property of the NLSA and CANNOT be returned to players or parents personally under ANY circumstances.
- 3.4.2 At the written request of the parent or legal guardian, fundraised money can be:
 - a) transferred to the player's account for the following year.
 - b) Transferred to the player's club team. (Subject to NLSA Executive approval).
 - c) Transferred to another player's account.
 - d) Transferred to the NLSA Alumni Fund.

4.0 Travel Guidelines

4.1 Within the province

- 4.1.1 Obtain permission to travel from the NLSA.
- 4.1.2 Verify that all teams in the tournament/games are members of NLSA.
- 4.1.3 Verify that the tournament is sanctioned by the NLSA.

- 4.1.4 Verify that all teams from other provinces participating in the tournament/ games are members of their provincial associations.
- 4.1.5 Verify that all teams from St. Pierre participating in the tournament /games are members of NLSA.
- 4.1.6 Verify that all international teams participating in the tournament/games are members of their country's soccer governing body.
- 4.1.7 Have medical forms completed for each member of the team.
- 4.1.8 Check that all team staff members have a valid PRC with Vulnerable Screening valid for 1 year.
- 4.1.9 Submit a list of the team's registered players who will be travelling with the team to the NLSA office.

4.2 Within Canada (Not Canada Soccer sponsored tournaments)

- 4.2.1 Consult with the NLSA office to ensure that all travel documents are in order.
- 4.2.2 Ensure that all information and documentation required by the host has been sent.
- 4.2.3 Have medical forms completed for each member of the team.
- 4.2.4 Bring NLSA Player ID cards if required by the host committee.
- 4.2.5 Check that all team staff have a valid PRC with Vulnerable Screening – valid for 1 year.

4.3 Within Canada (Canada Soccer sponsored tournaments)

- 4.3.1 Ensure that all documentation required by Canada Soccer has been sent and is correct.
- 4.3.2 Have medical forms completed for each member of the team.
- 4.3.3 Bring completed NLSA Player ID cards with you.
- 4.3.4 Check that all team staff members have a valid PRC with Vulnerable Screening valid for 1 year.

4.4 International Tournaments

- 4.4.1 All International travel must be approved by Canada Soccer through the NLSA.
- 4.4.2 Obtain permission to travel from NLSA. The Request to Travel form should be received at NLSA office at least 60 days before the intended departure date to allow enough time for the necessary documentation to be processed through Canada Soccer. A list of all players travelling must be sent with this request,
- 4.4.3 Immediately, upon receipt of permission to travel from Canada Soccer, send a copy of this document along with a team roster verifying that all members are in good standing with NLSA, to the host committee if required.
- 4.4.4 Bring a copy of all the documentation required for the tournament with you.
- 4.4.5 Since some soccer governing bodies require hosts to obtain permission from them to play international teams, enquire of the host if this permission has been granted.
- 4.4.6 Bring completed NLSA Player ID cards with you.
- 4.4.7 Ensure that all players have valid Canadian Passports or other documentation proving they are residents of Canada.
- 4.4.8 Have medical forms completed for each member of the team.
- 4.4.9 Check that all team staff members have a valid PRC with Vulnerable Screening valid for 1 year.

4.5 Hosting a tournament

- 4.5.1 Teams from outside the province wishing to enter an NLSA sanctioned competition shall:
 - supply proof of registration from their home association; and,
 - supply a validated Permission to Travel form from their respective soccer governing body to the competition organizers.
- 4.5.2 Only properly registered players in good standing with their respective soccer organizations are permitted to take part in any NLSA sanctioned tournament.
- 4.5.3 Upon receiving permission from NLSA to host a tournament involving teams from another International Association, the host must request permission, in writing, from Canada Soccer to host the event, at least 60 days before the scheduled date of the game/tournament.

5 SANCTIONED TOURNAMENTS AND TRAVEL PERMITS

- 5.1 To ensure that the tournament Host is a legitimate member of, or responsible to a governing body – Provincial (State), National, International.
- 5.2 As a Member the Host is responsible for finances, operations, discipline, and to ensure that published Rules are adhered to, such as age categories, prizes, schedules, quality of facilities, referees, etc.
- 5.3 Teams traveling to a sanctioned tournament have a reasonable expectation that the tournament will be run properly. If not, complaints and concerns can be addressed through the team's home association (provincial) to the sanctioning body, the tournament host's home association. For example, the host ensures that the teams do not have ineligible (overage) players.
- 5.4 The tournament host requires that teams and players participating in the tournament are properly registered so the host has some recourse should problems arise: hotel bills not paid, hotel rooms damaged, misconduct, discipline matters, defaults, etc.
- 5.5 Traveling teams and tournament hosts have recourse to the rules and regulations and appeal and discipline procedures of Provincial and National Associations. Players would not be protected by the rules and be vulnerable with respect to misconduct (lack of consequences for violent conduct) by other players in a non-sanctioned event (or by non-registered players). The knowledge that a dismissal for violent conduct will result in a substantial suspension (at the tournament and at home) may act as a deterrent.
- 5.6 As with players, referees would not have the protection of the rules governing the game and the abuse of officials. A player, coach, or spectator who knows that if s/he threatens or assaults a referee will result in a lengthy suspension may be deterred or in the event that they do assault the official be subject to these rules and penalties.
- 5.7 Insurance (liability and accident) would not cover participants in a non-sanctioned event. A non-sanctioned event would not have insurance coverage.
- 5.8 Of course all the above principles apply to ongoing play in any jurisdiction where teams are members of leagues and associations. However, tournaments often involve teams from other jurisdictions. The tournament host has to know who is attending the event, and the teams have to know the event is going to be properly organized. Sanctioning does not guarantee there will be no problems, but it provides all those involved with some recourse should problems arise.