

# Manager's Handbook

Updated Nov 21, 2022

The team manager is a key member of the team. He or she is the link between the coach and the parents via email, texts, telephone and in person.

- Managers must keep coaches, parents and players informed re: schedules, practices, cancellations and tournaments, etc.
- Responsible for filling in game sheets.
- Bench Responsibilities - first aid, medical information, etc.
- One member of the coaching staff must be of the same gender as the players. This member must accompany the rest of the coaching staff and players on the bench and in the dressing room at all times. If the team manager is not available have a bench parent of the same gender to accompany the team.
- Depending on team activities, the manager may be responsible for booking rooms, team meals, etc.
- Distribution and collection of Medical Forms and informing all of Discipline/Abuse Policy at beginning of season.

## Team Meeting

The team manager should hold a meeting before the start of the season at which all the parents are present so that he or she can outline the following:

- Coach's Philosophy
- Team Goals
- Team Rules (missed practices, playing time, etc.)
- Roles of the coach, manager, players and parents
- Need for parental support and positive parental behaviour
- Team budget, finances, fund raising, tournaments

## Team Budget

The manager should come to the meeting with a tentative budget (based on the coaching staff and players wants and needs) things to consider:

- tournaments
- registration fees, food, lodging and transportation, snacks, etc.
- team bunny hugs, t-shirts, etc.
- administration fees like bank charges
- year end gifts and party
- extra turf time

## Finances

- Responsible for setting up team budget, financial statements can be shared between the manager and a treasurer if the duties are too great for one volunteer.
- Some teams choose to establish a free community account at a bank or credit union

- Always give receipts when CASH is involved. Receipts are not for tax purposes.
- All receipts for expenses should be kept and accounted for. Can use a receipt book or excel spreadsheet. A season-end report can be sent to all families to ensure transparency.
- Any surplus should be returned to the players at the end of the season.

## Fundraising Activities

Lots of opportunities are available for fundraising. Some examples are:

- bottle drives
- raffles
- selling food items for \$\$
- steak nights

Fundraising activities are a main source for team building of players and parents getting acquainted with one another. It helps facilitate "team spirit" try to have activities that the players can participate in (feeling of accomplishment and belonging).

## Medical or First Aid Treatment

- In the event of an emergency every attempt shall be made to contact the parent/guardian of an injured player for consent for treatment and for the communication of information.
- Over the counter or prescription medication shall NOT BE DISPENSED by coaching staff to athletes
- Any player who is sick or injured for any reason shall not be left unattended at any event
- Treatment of Blood Injuries:
  - In the event of an open and bleeding wound, the referee will stop play and have the player removed from the field of play before a player may re-enter the field of play, the injury MUST BE COVERED, the bleeding stopped, and all blood-stained clothing removed
  - If a player is injured during a game or practice, please talk to the parent ASAP about the injury. It is best to do this in-person, but a phone call will do if parent is not available.
- It is the coaching staff's discretion whether an injured player is allowed back on the field or not.

## Zone Policies

- All coaches, managers and bench parent must have a Criminal Record Check (CPIC) done and have completed the online Respect in Sport Certificate (RiS)
- New Players: Any new players must register with the registrar and be placed on a team through the technical team before they play or practice.
- Permit Players: Coach must first request permit player from the other coach, who will then talk to the parents of that player. All communication should be between coaches.
- SYSI Permit Policies must be followed to avoid fines and penalties, including suspension of teams or overturning of game results.
- Movement of players to other SUSC teams: All player movement to be arranged by the Technical Coordinator and technical assistants. If the transfer involves out of Zone transfers the Technical Director must be included.

## Player ID Cards

- SYSI Player ID cards are available from Saskatoon Youth Soccer. Refer to their website.
- Other acceptable forms of ID are SGI photo ID or Passport (must contain a photo and birthdate).
- All U13 and older players who have the potential of going to tournaments out of town or provincials should have an ID card.

## Field Marshall

- All teams participating in the U11 and up SYSI League must designate an individual at each game (home and away) to act as a Field Marshall (FM)
- The individual acting as the Field Marshall must be named on the team's game sheet. Teams will be fined if they do not list their FM on the game sheet
- Scheduling the FM is at the discretion of the team manager/coach and does not have to be the same parent for each game. FM is not to be the assistant coach(s).
- For responsibilities of FM see the website: [www.saskatoonyouthsoccer.ca](http://www.saskatoonyouthsoccer.ca) or talk to your TA
- All parents must complete the medical form for their child included in the coach's package
- All players must sign the SUSC Player Code of Conduct form. Managers are to keep copies of them in case required at any point during the season.
- If team problems cannot be resolved within, all questions and concerns should be directed to the Technical Director and/or Executive Director.