

VUSC Manager's Manual/Guidelines

Thank you for volunteering to manage a team! Valley United Soccer Club (VUSC) is the competitive soccer in the Valley Soccer Association (VSA). The VSA is the body that oversees soccer in the "valley" region which is comprised of the cities of Warman & Martensville and surrounding towns. Although part of the VSA, VUSC plays all of its games in Saskatoon as part of the Saskatoon Youth Soccer Inc. League (SYSI). SYSI's website is a great source of information as it contains all of the game schedules, league rules, team standings and links to tournament information. It can be found at: www.saskatoonyouthsoccer.ca.

Your main responsibility is to communicate information from the coaches to the parents and players. Teams will be using TeamRamp. The app allows you to keep your team's contact information, game and practice schedules and stores it so that everyone can see what events are coming up. You can also communicate easily via email through TeamRamp. League games will be uploaded automatically a few weeks prior to the season. It is your responsibility to input your team's practices into the app. If you have any questions regarding setting up TeamRamp please contact the VUSC administrator/registrar at vusc.sk.president@gmail.com.

Another task that is required of you is to keep track of your team's coaching staff attendance. VUSC appreciates our volunteers very much, and in turn gifts them an honorarium at the end of the season. It is a requirement that coaches attend 80% of the games and practices to qualify.

League Play

League play will be held for the indoor season at the SaskTel Soccer Centre at 150 Nelson Road. U11 league play will be held at either the SaskTel Soccer Centre or the Henk Ruys Soccer Centre in Lawson Heights. League play for the outdoor season will be held at a number of outdoor soccer pitches across Saskatoon. The game schedule will be posted online on SYSI's website generally 1-2 weeks before games begin. The schedule will list the time of the game, opponent and field location. As a manager you are responsible for ensuring parents and players receive this information and that they let you know if they are unable to attend a game and/or practice. You will then let the coaches know of any players missing.

For U11-U19, managers are responsible for filling out a game sheet prior to the start of the game. If you are the home team, game sheets will be supplied by the staff at the SaskTel Soccer Centre for the indoor league. For the outdoor season, the game sheets will be given with the Coaches' Package. You must list your player's name and jersey numbers on the game sheet. Once completed, ensure the game sheet is given to the Visiting team to complete. If you are the Visiting team, find the team manager for the Home Team and complete the game sheet. Only list the names of players in attendance at that particular game.

Tournaments

Aside from league play there are several tournaments available to teams each season. Managers are responsible for entering teams into the tournaments the coaches have chosen. For a list of local tournaments, please check out the SYSI's website. www.saskatoonyouthsoccer.ca

Once you have been told of the tournaments the team wishes to enter, please note the entry deadline. Each tournament has its own rules regarding entry. If the tournament is not full they may permit entry beyond the stated deadline but that is not always the case. Often many tournaments fill up quickly since the out of town/province teams are permitted to enter. It is best to enter as soon as possible to avoid disappointment. Please note that payment must accompany the registration form. VUSC will cover the cost of one tournament or Club Day hosted by VUSC per season per team.

Check SYSI www.saskatoonyouthsoccer.ca for a current listing of tournaments available for your teams age group.

Some tournaments want a list of all players who will be participating (roster). It is best to list every player and then remove names on the day of should a particular player not participate.

Managers and coaches should arrive at the tournament early (see specific rules for each tournament) to submit a team roster and pick up the tournament package.

Team Fees

As the manager, you can suggest team fees at the parent meeting, based on the number of tournaments the families wish to enter. The tournament entry fees often run at a cost of \$400-\$700 or \$30-\$50/player/tourney, depending on the season. You may want to set a flat rate of \$100 (for example – amounts will vary as to how many tournaments your team wishes to enter and how many players are on the team) to cover the cost of all tournaments (if your team was doing 2 tournaments). Whatever, the amount agreed upon, if personal finances hinder a parent/family to come up with all the team fees upfront, suggest a minimum, 50% must be paid up front, balance 30 days later/postdated.

Other possible team fees could include:

- Coaches, players, managers gifts/gift cards
- Team building events/Wind-up party (ex. Pizza party, snacks at tourney etc...)
- Any balances remaining can be equally distributed back to the families, if no wind-up party will take place or can make a donation to Kidsport, as some of our soccer families take advantage of this program or other charitable organizations. You should ensure you have a consensus on how you are dividing up any remaining balance/funds. **NOTE: any refund of team funds cannot exceed the amount initially collected for team fees**
- **ALCOHOL IS NOT PERMITTED FROM TEAM FUNDS, UNDER ANY CIRCUMSTANCES!!!!**
- A cash inflow/outflow report at end of season must be submitted to VUSC treasurer and for filing with VUSC. This is for the sole purpose of transparency and if questions arise from families with that team, so that VUSC can be aware/informed and provide assistance/answers where appropriate and accordingly.
- **KEEP ALL SUPPORTING RECEIPTS, INVOICES, DOCUMENTS, C/C STATEMENTS ETC.**
- Team accounts **MUST** be closed at the end of every season.

Team Bank Account

- Individual team bank accounts are recommended, for each soccer season
- No funds are to be run through the manager's own personal bank account. This is to maintain transparency for all involved.
- This is not to say that expenses, supplies, or entry fees to tournaments cannot be paid from individual personal accounts, E-transfers/cheques are acceptable to re-imburse those expenses/charges. Just ensure that all receipts, invoices, credit card statements are kept to support the expense.
- VUSC recommends Affinity Credit Union (ACU) but it is up to the manager as to which bank they prefer. Any banking related fees are the responsibility of the individual team fee funds. ACU has been very supportive of our club in the past and continues to do so, providing our teams with minimal bank fees, & complimentary cheques
 - The account will require 2 signors – one being the team manager and the other being a parent/co-manager who both are **NOT** related to any of the coaches and/or each other and should not be a member of the VUSC executive board members.
 - In order to open up the bank account, you will need to have a parent meeting prior to opening the account and have minutes taken stating who will be the signors (team manager & 2nd signer), or provide VUSC Inc. letterhead indicating team appointing team manager/signing authorities. These minutes or letter will need to be given to the bank.
 - The manager should confirm that E-transfers can be completed from these accounts for ease of use of sending/receiving payments, if necessary
 - It is necessary, to have online banking, for the purposes of E-transfers and obtaining current statement balances and accurately tracking income/expenses. (BE SURE TO RECORD THIS INFO IN A SAFE/PRIVATE PLACE)

NEED ASSISTANCE/QUESTIONS: vusc.sk.president@gmail.com