



Winsloe Charlottetown Royals FC

Team Manager's Handbook



Introduction

This document is intended to guide and assist the dedicated volunteers, especially team managers, of Winsloe Charlottetown Royals FC (WCRFC). It provides valuable information about the typical responsibilities of a team manager. This handbook is a primary reference for answering questions, and it is recommended that managers refer to it before contacting the WCRFC clubhouse. The handbook will be reviewed annually and made accessible on the club website for easy reference.

Vision

To develop community-minded individuals with a lifelong passion for soccer.

Mission

Winsloe Charlottetown Royals FC aims to have a positive impact on the community by fostering a safe, respectful, and inclusive soccer environment. The club's soccer programs are designed to support the personal and social development of members, helping them reach their highest potential as players, coaches, and volunteers.

Club Organization

WCRFC is a proud member of the Prince Edward Island Soccer Association (PEISA), which, in turn, is a member of the Canadian Soccer Association (CSA). CSA operates under the governance of FIFA – Federation Internationale de Football Association.



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Board of Directors

Michelle Wyand - President/Registrar/Webmaster/Governance Committee

Brodie McMurrer - Vice-President/Equipment Director

Noah Bitar - Treasurer

David Vos - Youth Coordinator/Technical Director

Kelly Reardon - Director of Mini Programs/Co-chair tournament

Albert Zakem - Director of Newcomers

Krista Feehan and Kelly Reardon - Tournament Co-chairs

Meredith Cameron-MacIsaac - Director at Large

Nathan Beck - Director of Fields/Director of Governance

Peter Howatt - Director of Awards

Leisa Nogler – Director at Large

Jason MacLean – Senior Coordinator

Staff

Diego Orozco – Manager of Operations/Club Head Coach

wrfccoordinator@gmail.com

Alice Dorsey – Program Coordinator (Timbits Soccer Grassroot Program)

wrfcstudent2@gmail.com

Josh Wyand – Program Coordinator (Field Schedule)

wrfcstudents@gmail.com

Ibrahima Sanoh – Operations and Technical Assistant

Jacob Tweel – Operations and Technical Assistant

Lewis Page – Technical Coordinator



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Team Administration Responsibilities

It is recommended that all competitive teams have a team manager who coordinates essential tasks for a successful team operation. Responsibilities include acting as a liaison for:

- Parents with the team head coach.
- The team with the club.
- The team with the league.
- The team with tournament hosts.

Criminal Record Check – Vulnerable Sector Screening

In adherence to the safety and well-being of our players, Winsloe Charlottetown Royals FC requires all team managers and coaches to undergo a Criminal Record Check with Vulnerable Sector Screening. This process helps ensure a secure environment for our community-minded individuals.

Now you can request it through RAMP.

Request for Criminal Record Check:

Now you can request it through RAMP.

Team managers and coaches are responsible for obtaining a Criminal Record Check with Vulnerable Sector Screening.

Please use the CPIC letter when requesting your Criminal Record Check from local authorities. Ensure that the letter explicitly mentions the purpose of the check, which is for your involvement with Winsloe Charlottetown Royals FC and its soccer programs, 'volunteering and coaching'.

Submit the completed Criminal Record Check to the club as soon as it is available. This information is confidential and will be handled with the utmost sensitivity.



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Tournaments

The team manager, in collaboration with the coach, will decide on tournaments to register for during the season. Key responsibilities include:

- Completing registration applications and payments.
- Determining the tournament budget and collecting contributions from players/parents.
- Communicating tournament information to parents.
- Checking in the team at tournaments and completing game sheets.

WCRFC Tournament – July 19th to July 21st, 2024 (**Please register in time for the WCRFC Tournament!**)

<http://winsloecharlottetownfc.msa4.rampinteractive.com/content/tournament-2024>

Eliot River Ramblers - All Girls Kick-Off Tournament (June 14-16, 2024)

<https://ramblersoccer.ca/content/all-girls-kick-off-tournament>

Central Queens - August 2,3,4 2024

<https://centralqueensclippersoccerclub.ca/content/youth-soccer-tournament>

Eastern Eagles – August 9, 10, 11

<https://easterneaglessoccerclub.ca/content/31st-eastern-eagles-tournament-information>



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Game Day

- Ensure all pre-game administrative procedures are conducted.
- Prepare gamesheets and fulfill other duties assigned by the team head coach.
- Ensure accurate completion of game sheets and promptly forward them to PEISA.
- Officials are paid for home games by WCRFC. All coaches or managers will get a cheque at the beginning of the season from the office to pay the referees prior to the games.
- Call up players must be entered in the AP position on the game sheet.
- Ensure game sheets are completed accurately at the end of each game and immediately forwarded to PEISA by scanning and email to peisoccer@hotmail.com

Game Fees

- All regular season Game Fees are paid at the field by the home team.
- All playoff Game Fees are paid at the conclusion of the season by PEI Soccer.
- Referees receive compensation for mileage (based on Provincial Government rate x .85) for any game where they have driven more than 15 km round trip.



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PEI Soccer Association



MATCH OFFICIALS - GAME FEES

Age	League	Referee	Referee 2024	Assistant Referee	AR 2024	Game Length
U-11	Div. 1 & 2	\$25.00	\$30.00			30 min. Halves
U-13	Premier Div.	\$30.00	\$35.00	\$20.00	\$25.00	35 min. Halves
U-13	Div. 1/2/3/4	\$30.00	\$35.00	\$20.00	\$25.00	35 min. Halves
U-15	Premier Div.	\$45.00	\$50.00	\$25.00	\$30.00	40 min. Halves
U-15	Div. 1/2/3/4	\$40.00	\$50.00	\$25.00	\$30.00	40 min. Halves
U-18	Premier Div.	\$50.00	\$60.00	\$35.00	\$40.00	45 min. Halves
U-18	Div. 1	\$45.00	\$60.00	\$30.00	\$40.00	45 min. Halves
U-20	Div. 1	\$50.00	\$60.00	\$35.00	\$40.00	45 min. Halves
Senior W	Premier Div.	\$60.00	\$70.00	\$40.00	\$45.00	45 min. Halves
Senior W	Div. 1/2/3/4	\$50.00	\$70.00	\$35.00	\$45.00	45 min. Halves
Senior M	Premier Div.	\$60.00	\$70.00	\$40.00	\$45.00	45 min. Halves
Senior M	Div. 1/2/3/4	\$50.00	\$70.00	\$35.00	\$45.00	45 min. Halves
Inter-Prov. Sen.	NBPSL	\$80.00	\$90.00	\$50.00	\$70.00	45 min. Halves
Varsity		\$110.00		\$70.00		3 Hours
PEISAA - High School						
PEISAA - Jr. High School						
Indoor - Youth	All	\$25.00	\$30.00	n/a		55 min. Game
Indoor - Senior	All	\$30.00	\$35.00	n/a		55 min. Game

Provincial Playoffs only

Referees receive compensation for mileage (based on Provincial Government rate x .85) for any game where they have driven more than 15 km round trip.
*mileage is paid at the end of the year from PEI Soccer to the official

2024 Fees come into effect on May 1, 2024



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Uniforms

- Create a distribution list and return list of team uniforms by player and number.
- Collect jerseys at the last game to avoid difficulties and costs associated with recovering them after the season.

Equipment

The club provides balls, a ball bag, pinnies, and some cones. Ensure the return of equipment at the end of the season to avoid difficulties and costs.

Team Practice: Time & Locations

Submit preferred practice times to the Manager of Operations early. The club staff will determine a fair balance before league play.

At practice, coaches are encouraged to seek assistance from our technical staff to guide or advise players during sessions. Additionally, **Winsloe Charlottetown Royals FC (WCRFC) is providing a comprehensive Development Plan** to coaches to assist them in planning and guiding their summer sessions effectively. Your collaboration with our technical staff and utilization of the provided Development Plan will contribute to the overall growth and development of our players. Together, we can ensure that our training sessions are focused, engaging, and beneficial for all involved.

General Duties

- Ensure compliance with club, league, and governing body policies.
- Ensure administrative duties do not interfere with coach duties.
- Meet all relevant deadlines.
- Communicate relevant information to parents and players.



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Club Communication

Respectful communication is vital. Refer to the Club Executive Directory for contact information. Use email as the primary form of ongoing communication.

Problem Solving Procedures

Follow these steps to address issues:

- Remember the club is a volunteer organization.
- Act maturely and respectfully.
- Address issues sequentially: Operations Manager or Technical Director, Club President.

Pre-season Meeting / Pre-season Introduction

Hold a pre-season meeting with players and parents to discuss coaching philosophy, team rules, and recruit volunteers. Alternatively, send an introductory email with relevant details promptly after receiving the final roster.

Rules and Regulations

All team officials must be familiar with the Rules of Play, available on the PEISA website.

<https://peisoccer.com/category/1368/Rules-and-Regulations>

<https://cloud.rampinteractive.com/peisoccer/files/Rule%209%20Discipline%20Guidelines.pdf>

Scheduling and Game Cancellations

Notify the Operations Manager 48 hours before a game for cancellations to avoid fees.



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Emergency Procedures

Follow procedures for major injuries, including calling 911, supporting the player, and not moving the injured player.

Submit an Incident Report (found it on our website) to the Operations Manager.

First Aid

The club recommends that someone on the coaching staff have first aid training and requires that each team has at each practice and game an emergency medical kit.

Emergency Procedures

This section is provided only to give information. Please seek medical attention if you have any question about an injury or condition.

Major Injuries

If a major or serious injury should occur, the coach should adopt a steady and support policy. Examples of major injuries include broken bones, head trauma, unconscious athlete, and possible spinal injury.

Do not take any risk in moving a player if there is any possibility of spinal injury.

- Immediately dial 911 – have the address or field location ready.
- Assign a look-out for emergency personnel to help guide them to the site.
- Support the player by making him/her as comfortable as possible until help arrives.
- DO NOT MOVE THE INJURED PLAYER - DO NOT REMOVE ANY EQUIPMENT.
- Assign someone to contact the family of the injured player.
- Obtain as much information about the injured player as possible and have it ready for emergency personnel.
- Remain with the injured player until help arrives.



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Minor Injuries

St. John's Ambulance recommends the use of the **RICE** principle for injuries to bones, joints, and muscles.

Rest

Stop the activity that caused the injury. If a twisted or sprained ankle, knee or elbow, don't try to "work it out".

Ice eleven

Apply to the injured area once immobilized. It will reduce swelling by narrowing the blood vessels. Apply ice 15 minutes on - 15 minutes off.

Compression

Compression is the application of pressure to the injury. This will help limit swelling.

Elevation

Get the injured part elevated to make it easier for fluids to drain away from the injury. Use the **RICE** principle while waiting for medical help. Even the most minor injuries will benefit from using the **RICE** principle.

RICE Warnings

- Don't put ice directly on the skin. Always have a layer of fabric as a barrier.
- Do not apply cold compresses to open wounds.
- Don't use compression on a fracture.



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Jewellery

Players may not wear any earrings, bracelets, watches, barrettes, or any object that could possibly cause injury to him/herself or another player to practice or to a soccer game. Pierced earrings will not be allowed and covering them with tape will not be allowed. Please encourage your son/daughter to defer piercing ears until after the season has concluded.

Remember that the success of Winsloe Charlottetown Royals FC relies on the dedication and cooperation of its volunteers. Thank you for your commitment to fostering a positive soccer experience for all players and members of the club.

