



# **Youth Team Manager's Handbook**

**2015**

## **Introduction**

This document is intended to aid the many volunteers, mainly the team manager, who willingly gives their time and expertise to provide members of WCRFC with the opportunity to enjoy the game of soccer.

This Team Manager's Handbook provides information about the typical responsibilities of a team manager. Managers are encouraged to refer to this manual as a point of first reference to answer any questions prior to contacting the WCRFC clubhouse.

This handbook will be reviewed annually and published on the club website so that individuals can access the document easily for reference. Managers and team officials are welcome to print out copies for their use.

## **Club Mission**

Our mission is to provide children and young adults of Winsloe-Charlottetown with challenging, positive, and developmental soccer programs that build teams and players with positive attitudes. Fun, development and competition are the staples of a solid program and together we can help the players of the WCRFC become quality players and people!

## **Club Purpose**

The purpose of the club shall be:

- To provide for the competitive development and recreation of the members.
- To provide the opportunity to learn and develop the fundamental and advanced skills of the game.
- To promote and afford opportunity for friendly and social activities within the soccer community.
- To encourage and foster among all players, coaches and club members the highest level of sportsmanship, self-discipline and the spirit of good fellowship through playing soccer.

## Club Organization

WCRFC is a member of the Prince Edward Island Soccer Association (PEISA). The PEISA is a member of the Canadian Soccer Association (CSA). CSA is ultimately governed by FIFA – Federation International de Football Association.

## Team Administration Responsibilities

It is recommended that all competitive teams have a team manager who coordinates the various tasks that are essential for the operation of a successful team such as:

### Liaison for:

1. The parents with the team head coach.
2. The team with the club.
3. The team with the league.
4. The team with tournament hosts.

## Team Roster and GOALLINE Website Access

**Team Rosters** are available to team managers and coaching staff through WCRFC Goalline website after the teams are chosen and the initial rosters set. It is highly recommended to communicate using the website. You will be provided with a login and password so that you can communicate easily with the team. Your team page will allow for group emails specifically to your team as well as the ability to post news articles and events, and ability to post pictures. Should you incur any problems please contact the club administrator at [it@winsloecharlottetownfc.ca](mailto:it@winsloecharlottetownfc.ca)

The regular season league is run by the Youth Soccer League and rules. **Final team rosters** must be sent to the clubhouse administrator for the PEISA run playoffs on or by July 31, 2015. All active players currently on the roster must be listed. It is recommended to add one or two additional players from lower division or age just in case of injury. These players will then be on the official roster with PEISA and reflected on the GOALLINE website and are considered “cup” tied once they play a game in the playoffs (Challenge Cup or Provincial). Do not list the additional players, or add to your labels on the game sheets if they are not playing. Once a player is listed on the game sheet in the playoffs they cannot play in another age or division.

During the 2015 Youth League season a player from a lower division or age level can be called up a maximum of six (6) times from the start of the season. Call up players must be listed in the **AP** section of the game sheet. If a player is called up a seven (7) times they must remain with the team they were called up to for the seventh time. The technical director or technical coordinator

should be consulted for a list of players for call up. Permission from coach of the called up player is always required. Email or call the coach and ask for permission to call up the player. A premier player can only be called up to a premier team at the same or higher age level. A premier player cannot be called up to play a first division game at a higher age level. For example, A U-12 first/second division player can only be called up to a U-12 Premier team or U-14 First team or higher. Permission of the club technical coordinator is required to call up a U-10 player to U-12.

## Tournaments

The team manager and coach will determine which tournaments a team will register for during the 2015 season. It is recommended to register early as some of the tournaments fill up fast. The team manager is responsible to:

1. Complete the registration application and make payments
2. Determine the budget for the tournaments and collect an equal amount from players/parents and provide accounting to the parents.
3. Arranging player transportation if required.
4. Communicate tournament information to parents, the schedules are usually not posted until the week prior to the tournament start.
5. Check your team in at tournament and complete the game sheets.
6. Organize in game nutrition during tournament

The following tournaments are available for 2015. The club's website will have the registration forms, costs and deadlines on their "Tournament Page"

- **Eliot River Ramblers Kick Off June 12-14 (U10/U12 \$275, U14/U16 \$325)**
- **Summerside United U-12 only Kick Off June 26-28 (U12, \$225)**
- **WCRFC tournament July 17-19 (All ages \$325)**
- **Central Queens Clippers July 31- Aug 2 (U12 \$275, U14 and higher \$325)**
- **Eastern Eagles Aug 7-9 (All ages \$35)**

It is recommended to communicate which tournaments will be entered, and the per player cost required to cover the total costs at the preseason parents meeting. Tournament fees can be collected as one payment, or prior to each registration deadline. Early registration discounts are available to most tournaments. Parents are asked to inform the manager and coach whether there are any tournaments that cannot absolutely be attended, as early as possible.

## Game Day

1. Each team will receive a package at the beginning of the year containing the game sheets, league rules summary and field marshal armband.
2. Conduct all pre-game administrative procedures.
  - 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 game. U-12 (\$25), U-14 (\$30), U-16/U-18 (\$45).
  - Create a schedule for parents to bring snacks, etc. for half time.
  - Prepare the game sheets and other duties assigned by the team head coach. It is recommended to purchase “Avery” stickers to list the roster on and apply the stickers to the game sheet. (game sheet example attached at end of this document)
  - Assign and identify the Field Monitor to the referee.
  - Call up players **must be entered in the AP position** on the game sheet.
3. Ensure game sheets are completed accurately at the end of each game and immediately forwarded to (1) PEISA by scanning and email to [peisoccer@hotmail.com](mailto:peisoccer@hotmail.com) and (2) to the referee (3) a copy to visiting team (4) a copy to home team.
4. Send the brief game results to “**The Guardian**” sports as shown below. Email to [sports@theguardian.pe.ca](mailto:sports@theguardian.pe.ca), [jpsports@journalpioneer.com](mailto:jpsports@journalpioneer.com) and [schapman@newcap.ca](mailto:schapman@newcap.ca)

Example below.



## Finances

1. Maintaining an up-to-date and well prepared team budget, consider the following when preparing the budget for the team.

- a. Tournament costs
  - b. Snacks bought for tournaments
  - c. End of season activities if planned
2. Acquiring permission for fundraising initiatives from the club.
3. Maintaining an up-to-date and well organized record of team finances including fundraising activities.
4. Submitting a season end financial report to the team members and the club.

## Uniforms

1. Create distribution list and return list of team uniforms by player and number. **It is extremely important to collect the jerseys at the last game, trying to recover jerseys after the season is over is very difficult and costly to the club when they are not returned.**
2. Premier teams are recommended to wear the Umbro Royal shorts and socks, team orders (10 or greater) will receive a discount. The 2015 prices are below.

### Socks

size 4-6: \$6.48

size 7-9: \$8.14

size 10-13: \$8.14

### Shorts

Youth S/M/L/XL : \$21.83

Adult S/M/L/XL : \$25.18

*Request that players/parents make cheques out to the Soccerstop in the exact amount to make payment simple. If there are not enough orders per team, the orders can be combined with another premier team.*

3. First and Second division teams are not required to have the Umbro Royal shorts and socks, but team/individual orders can still be ordered or combined with above.
4. Tracksuits. All teams can order tracksuits (Jackets and/or pants). Team orders (12 or greater) get a discount. Samples can be taken out on consignment from the Soccerstop for sizing. 2015 style and pricing is TBD.

## Team Practice: Time & Locations

1. Preferred practice times should be submitted to the clubhouse administrator ([ellen.burnett@hotmail.com](mailto:ellen.burnett@hotmail.com)) as early as possible. A fair balance will be determined by the club staff prior to league play. Practice and Game field locations are then shown on the Goalline website.

2. Once the normal practice schedules are set, you can use your Website login to change the schedule and look for available fields for different times. Revisions to the schedule must be communicated to the clubhouse administrator to ensure the field is actually available.

## **General Duties**

1. Ensuring the team, players, parents and team officials comply with club, league, and/or governing body policies and procedures manual (code of conduct).
2. Ensuring the administrative duties of the team do not interfere with the coach duties of player and team development.
3. Ensuring all relevant deadlines are met.
4. Ensuring relevant information from the club or team coach is communicated to parents and players.

## **Club Communication**

All members of the WCRFC executive, paid staff, coaches, committee members, and volunteers make themselves available to members of the club. However, this is a volunteer organization and as such, respect and restraint in communication are critical to the successful operation of the club. A complete Club Executive Directory is available on the club website.

When you have questions and comments, please refer to the problem solving procedure below as an appropriate course of action. Most often, team officials will be able to address issues directly. You are encouraged to communicate with club volunteers by e-mail so they are able to respond to you at a time that works within their schedules. Also, allow them sufficient time to get back to you: remember that they have responsibilities that go well beyond the Club, including their professions, families, and their children's soccer and other activities.

### **3.1 Electronic Communications**

In an effort to disseminate information on a timely basis, the club has chosen e-mail as its primary form of ongoing communication. In addition to e-mail the club website provides information on a timely basis. Each team should indicate at least one team official e-mail address to which messages can be sent. Usually this is the coach and/or manager. This contact person receives the information via the Club Administrator or Technical Director and passes it along to the players and parents of their team, as appropriate, to ensure that all teams receive timely information on upcoming events. Please ensure the WCRFC club administrator has your correct contact information in the database, ensure your email is correctly listed in the coaches/team section of the Goalline site.

## 3.2 Problem Solving Procedures

The following steps are to be used in dealing with any issue or problem that occurs in the club, this should be communicated to the parents and players:

1. Remember that the club is a volunteer organization and everyone is well intentioned and working toward a positive soccer experience for all players and members
2. Please act maturely and respectfully, and try to see both sides of an issue.
3. Organize your thoughts, wait 24-48 hours after a conflict before contacting the team manager
4. Address all issues in the order outlined:
  - a. First address the manager of the team. The team manager will direct the issue to the coach.
  - b. Failing resolution, address the Technical director or Coordinator
  - c. Failing resolution, address the Club President

## Pre-season Meeting

It is very important to have a pre-season meeting with players and parents. This is the coach's opportunity to set out their coaching philosophy. This is also the coach's chance to explain the team rules in a non-confrontational setting and to recruit volunteers to help with administrative tasks. The meeting generally lasts around 30-45 minutes to go over the all items.

### **When to have the meeting?**

Try to schedule the meeting very soon after receiving notification of the final roster. Players can get very anxious when they haven't heard anything regarding the upcoming season so get the meeting set up quickly.

### **What to cover at the meeting?**

Please see the Appendix Section for an example of the meeting's agenda.

## League Play Information

### Rules and Regulations

All team officials must be familiar with the Rules of Play. Failure to know the rules does not excuse any coach or manager from violating the rules. The PEI Youth League Rules and Regulations is available on the PEISA website in the Governance section.

[http://peisoccer.com/files/youth\\_league\\_constitution\\_&\\_bylaws\\_20112.pdf](http://peisoccer.com/files/youth_league_constitution_&_bylaws_20112.pdf)

[http://peisoccer.com/files/youth\\_league\\_-\\_rules\\_and\\_regulations\\_-\\_amended\\_2012.pdf](http://peisoccer.com/files/youth_league_-_rules_and_regulations_-_amended_2012.pdf)



[http://peisoccer.com/files/peisa\\_8v8 - u12\\_playing\\_rules.pdf](http://peisoccer.com/files/peisa_8v8_-_u12_playing_rules.pdf)

## Scheduling and Game Cancellations

All Premier and Division 1/2 games are scheduled by the Youth League Coordinator. In the event that a game must be rescheduled, a request must be made to the PEISA Youth League Coordinator with the agreed upon reschedule date, that has been coordinated with the other team manager. Requests can be declined. The full procedure is below.

### Game Cancellation

- a)** If a team wants to cancel a game they must first contact either the youth league president Andrew MacAdam at [agmacadam@edu.pe.ca](mailto:agmacadam@edu.pe.ca) or vice president Brian Allain at [allain@peisymphatico.ca](mailto:allain@peisymphatico.ca) to confirm that they are allowed to cancel and reschedule. WCRFC's youth league representative (Blair Weeks, [weeksygb2@gmail.com](mailto:weeksygb2@gmail.com)) and the opposing teams youth league representative should be included on any such email request.
- b)** The team wishing to cancel then must contact both the referee assignor ([referee@peisoccer.com](mailto:referee@peisoccer.com)) as well as the opposing coach at least 24 hours before the scheduled game time. The team cancelling must offer the opposing team 3 dates at the time they are cancelling that they would be available to play, these 3 dates must be within the next 3 weeks.
- c)** The team that is being cancelled on would then have 48 hours to review the dates being offered to them. If the 3 dates offered to them do not offer a chance to reschedule, they must counter offer 3 alternate dates within the same next 3 weeks that they are available to play. The two teams would then have another 48 hours to decide if one of these 6 potential dates would work.
- d)** If a game date out of the possible 6 dates is agreed upon, then the team that originally cancelled will have to contact the referee assignor as well as the youth league president or vice president to forward the information. The game will have to be played on that rescheduled date, teams will not be allowed to cancel a game a second time once it has been rescheduled.
- e)** If neither team can agree on one of the possible 6 dates to play the game, then the youth league president or vice president will decide the time and location of the rescheduled game and the two teams will have to attend or forfeit their game points.
- f)** Any team that has canceled a game on someone else will have to reschedule that game before they are allowed to cancel another game.

## General

### First Aid

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

It is highly recommended that the manager and/or coach carry the following additional items to each game

- Paper towel/Kleenex
- Ice packs
- Air pump for balls
- pinnies
- keeper gloves

### 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.

### 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**

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.

## **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.

## **Appendix**

### **Pre-season Meeting Agenda (sample)**

- Introductions - Introduce yourself and your other staff members. Most parents like to hear a little something on your background and on the coaching philosophy. It is a good idea to go around the room and ask the parents to introduce themselves and say which player they are related to. You may want to pass around a sign-in sheet to gather all required information from the parents. You may also want to discuss or give a brief history on WCRFC for the new members.
- League and Schedules. Are available on Club and PEISA Websites, promote the website to the parents as the source for information.
- Practice schedule
- Attendance policy
- Grievances - Team Manager > Coach > Technical Director > Club President > PEISA
- Team Administration
  - Communication
  - Tournaments
  - Equipment/Uniform.

- Social activities

# Game Sheet Example



PREMIER     DIVISION 1   
  MALE     FEMALE   
  U12     U14     U16     U18     SEN

GAME START TIME: 6:30    GAME FINISH TIME: 7:40    ACTUAL GAME START TIME: \_\_\_\_\_

DATE: July 19/13    GAME#  

HOME TEAM: WINSLOE ROYALS #1    VISITING TEAM: Kensington

Name	#	Name	#
Drew MacDonald	2	Libby Howatt	8
Bryn MacDonald	16	Emma Mayne	3
Kaitlyn Grayson	10	Phoebe Mitchell	11
Melanie Mitchell	12	Nicole Doncaster	14
Christina Devine	17	Olivia Craig	5
Haley Larkin	18	Jessie Campbell	19
AP		AP	
AP		AP	

<u>Hannah Leclair</u>	<u>12</u>	<u>ABBY Christopher</u>	<u>3</u>
<u>Paige Hauwerijssen</u>	<u>8</u>	<u>Hillary Maclean</u>	<u>2</u>
<u>Heidi Hauwerijssen</u>	<u>4</u>	<u>Elizabeth Bunt</u>	<u>GK</u>
<u>Ellen Cole</u>	<u>16</u>	<u>Kiana Reid</u>	<u>18</u>
<u>Megan Mann</u>	<u>5</u>	<u>Paige Arden</u>	<u>7</u>
<u>Elizabeth Mulligan</u>	<u>9</u>	<u>Tessa Murray</u>	<u>13</u>
AP		AP	
AP		AP	

Coach: Kaela MacLaren    Coach: MARK Reid  
 Asst Coach: \_\_\_\_\_    Asst Coach: PETER hauwerijssen  
 Manager: Scott Doncaster    Manager: Patty Leclair

#	Times	#	Times
<u>9</u>	<u>8:38</u>		

Home Team Player Misconducts				Visiting Team Player Misconducts			
#	Reason	Y	R	#	Reason	Y	R

Referee Comments (if required)

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FM Name: \_\_\_\_\_    FM Name: Taoy Arden  
 HALF TIME SCORE    HOME 2    VISITORS 0    PRINT NAME OF REFEREE JOSH TWEEL  
 FULL TIME SCORE    HOME 5    VISITORS 1    SIGN NAME OF REFEREE JOSH TWEEL  
 LINESMAN: 1) \_\_\_\_\_    2) \_\_\_\_\_

DISTRIBUTION OF COPIES:    WHITE: OFFICE    CANARY: REFEREE    PINK: VISITING TEAM    GOLDENROD: HOME TEAM  
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