



**FC BOULDER**  
**S O C C E R F O R L I F E**

# **Competitive Team Managers' Handbook**

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## **Introduction**

Team managers are an integral part of FC Boulder, ensuring the smooth operation of teams throughout the year. Beginning with the U10 Elite Juniors, teams will designate a team manager (parent or guardian volunteer) or co-managers, responsible for the detail administration of the team's activities and communication between the families, players and the coach.

The role of the team manager is critical to a positive experience for the team. The role of the coach is to teach the players soccer skills and direct the players at practices and at games. The team manager should provide administrative support for the coach and the team so that coaches can focus on being a teacher and not administrator. The team manager will not make decisions regarding playing time, team division for matches, roster size, etc. All such decisions are the responsibility of the team coach and Directors of the Competitive Programs (DOCPs).

In addition to this handbook, each team manager should read the FC Boulder Policy Manual. This documents contains valuable information about the operations of the Non-Profit organization, the Club, and individual teams.

## **Team Manager Expectations**

Team managers should reference *A Year in the Life of a Team Manager* (Appendix II) for a suggested schedule of events and discussions.

Team Managers are expected to:

- \* Have competent computer and organizational skills in order to provide good communication.
- \* Serve as a liaison between coach and parents and club staff and parents.
- \* Organize team functions, to find appropriate help when needed (other parent or guardian volunteers), to assist with the planning of a team meeting which should include coach, parents and the appropriate Director of the Competitive Programs (DOCP). Preseason team meetings should happen within two (2) weeks of registration. The FC Boulder office can be scheduled as a venue to hold these meetings.
- \* Provide parents with the schedule of game times and field locations. Resources include [www.coyouthsoccer.org](http://www.coyouthsoccer.org) and [www.soccerfieldsofcolorado.com](http://www.soccerfieldsofcolorado.com).
- \* Be the team's point of contact for communication purposes from within and outside the club.

- \* Be the team's representative for club functions, registration, tryouts and club-sponsored tournaments.
- \* Dutifully forward all club communication to all team members. It is **required** that all team managers forward all club communications to all team members.
- \* Collaborate with the Director of the Competitive Program and the team coach to build a tournament itinerary for the calendar year. The Director of the Competitive Program is responsible for providing an approved tournament list for each team. The coach and manager are responsible for discussing the most appropriate tournaments for the team based on the player availability, potential travel expenses, etc.
- \* Work closely with team coach and team treasurer (mandatory for all Elite teams – advised for all other competitive teams) on administrative/financial responsibilities for tournaments and/or friendlies the team will participate in regarding the compilation of budget and collection of funds from families (if applicable). Elite teams must make a projected team budget for the entire year at the preseason team meeting.
- \* Have completed construction of the team notebook two (2) weeks prior initial team competition.

### **New Team Managers**

For an established team, the previous team manager is expected to assist in the on-boarding of the new team managers. Ask the previous manager for the following:

- \* Team notebook with player and coaches cards and other forms
- \* Distribution list, last season's roster, team ledger
- \* List of Contacts

For a new team, set up a meeting with the Club Registrar to get started as soon as possible. In addition to the Club Registrar, at the beginning of each season, and particularly for newly formed teams or teams with coaches new to FC Boulder, the team manager and coach should discuss what assistance is needed and identify the activities that require support. Clarify which duties will be handled by the coach, the manager, and parent volunteers. A meeting should be set up with the Club Bookkeeper regarding the formation of the team account.

At the end of this document, is the Team Manager's Checklist (Appendix I), which helps to summarize the duties of the team manager.

## **Registration Processes**

### **Player Registration and Commitment**

Each player and at least one parent or guardian should attend the team's registration night. Player registration takes place shortly following tryouts in late spring (U11-U14 Boys and U11-U18 Girls) and in the summer/fall for U15-U18 Boys.

The forms needed for a player to register and be eligible to play soccer for FC Boulder include:

- \* US Youth Soccer/CSA Membership form
- \* FC Boulder Fee Disclosure form
- \* FC Boulder Player Conduct and Travel Policy form
- \* CSA Medical Release
- \* Copy of player's Birth Certificate or passport
- \* 1"x1" photo for the player card
- \* Full payment or payment plan agreement

These forms must be filled out completely and signed where indicated by parent or guardian and player. Completed forms are to be turned in to the manager on the required registration night. Registration materials for the entire team are reviewed by the team manager for accuracy and completeness and submitted to the Club Registrar.

No changes to the roster can be completed without the Club Registrar, or the Director of Operations in the absence of the Club Registrar. This includes transfers, drops, adds, address changes, player pass, etc., that occur throughout the season.

### **Team Notebook**

Managers are responsible for making and maintaining the team notebook. This notebook must be brought to all games and tournaments. The team manager and coach should decide who is responsible for the book. If the holder of the book cannot attend a game, a designated fill-in must bring the notebook. The Club will provide weatherproof binders and plastic sleeves.

The notebook must contain the following paperwork:

- \* Current roster
- \* Player cards
- \* US Youth Soccer/CSA form
- \* Medical form

Additional Suggestions:

- \* Copies of birth certificates – these must be present at all matches; however, managers should keep in a safe location to protect from identity theft.
- \* It is recommended to make copies if all items in the team book in case the book is lost.

\* It is recommended to make a copy of all player cards in case cards are lost.

Forms needed for games and tournaments:

- \* Players' and coach's pass cards (signed by Club Registrar, with picture attached and laminated)
- \* Player birth certificates (used to verify in case of question about actual age of player).
- \* Official CSA issued team roster (include at least 5 additional copies)
- \* Medical Release forms
- \* Out of State Travel Permit, as necessary
- \* Approved Guest Player form, as necessary

It is required that all players be registered completely, with payment in full or payment plan agreement in place, prior to participating in any FC Boulder team practice or match. There are absolutely NO EXCEPTIONS to this rule! Player registration with the state confirms liability insurance is in place to protect the club and staff in case of serious injury to a player.

To confirm player insurance status, the Risk Management coordinator and the Club Registrar (if different), must be notified of each guest players' name, date of birth and registered club. If not registered through CSA, then a \$50 non-refundable practice fee, CSA registration form and medical release must be submitted and approved prior to any on-field activity.

### **Ordering Uniforms and Equipment**

Uniforms are ordered through the Club's official uniform provider. Once a player is registered with FC Boulder and a parent's or guardian's email address is provided, the Club or uniform provider will email each player with directions to begin the ordering process. Families are responsible for ordering and paying of their child's uniform.

**Sizing:** Uniforms are available in youth (unisex) and men's and women's sizes. It is the responsibility of each player to order the correct size uniform. FC Boulder will is not responsible for orders placed with incorrect sizes. Once the jersey is customized with the players' number they are non-returnable. The Club's official uniform will provide sizing charts to assist with determining the correct size for each player.

FC Boulder will have an exclusive uniform supplier and maintain a two-year purchase policy for our competitive teams that is compliant with the existing sponsorship agreement between the Club and the exclusive uniform supplier. All competitive players will be required to purchase a new uniform kit every two years. Uniforms must be used in both league and tournament play for each team's respective CSA season immediately following the uniform launch. The Club's competitive uniform policy governs uniform purchases for all FC Boulder competitive teams. The Director of Operations determines the required uniform kit for every 2-year uniform cycle.

U11 teams entering the competitive program during the 1st year of a uniform cycle will be required to purchase the competitive uniform at U11 and again at U13. Assuming a full-term competitive soccer career, these players would purchase uniforms during when entering into the following age groups: U11, U13, U15 and U17 for a total of 4 competitive uniform kits in an 8-year competitive career.

U11 teams entering the competitive program during the 2nd year of a uniform cycle will be required to purchase the competitive uniform at U11 and again at U12. Players in this age group would not be required to purchase a new kit for their U18 season. Assuming a full-term competitive soccer career, these players would purchase uniforms during when entering into the following age groups: U11, U12, U14 and U16 for a total of 4 competitive uniform kits in an 8-year competitive career.

The following items are required for purchase by all competitive players:

- 2 game jerseys
- 2 game shorts
- 2 game socks
- 2 training shirts

In addition, players on the Elite and Premier teams will have a required 3<sup>rd</sup> long-sleeve game jersey intended to be worn primarily during the cold weather months, at tournaments and during night games.

The following items are optional for all competitive players:

- Warm-up Jacket (as specified by FC Boulder)
- Warm-up Pants (as specified by FC Boulder)
- Backpack (as specified by FC Boulder)

Coordination of uniform procurement with Club liaison may be requested of the team manager.

## **Cancellations and Reschedules**

### **Cancellation/Reschedule of a Game**

Along with assistance from the Club Registrar, each team is responsible for rescheduling home games that are canceled. Complete rescheduling details will be distributed to coaches and managers at pre-season meetings.

All make-up games must be scheduled and completed in accordance with CSA guidelines, and procedures rules set by the Director of Operations and the Club Registrar.

When home games are postponed or cancelled, FC Boulder team coaches and managers are responsible for communicating the postponement or cancellation with the opposing coaches and managers.

When playing an away game in inclement weather, FC Boulder coaches and managers are responsible for contacting the opposing coaches and managers about field conditions.

Postponement of any game will conform to CSA policy (see CSA Rules for details, [www.coyouthsoccer.org](http://www.coyouthsoccer.org)).

The team coach will inform the Club Registrar and appropriate Director of the Competitive Programs of any postponed game. All rules set by the FC Boulder Referee Assignor will apply.

The City of Boulder operates Pleasant View Soccer Complex and will determine if field conditions are playable or unplayable. All postponements are announced via [fcboulder.com](http://fcboulder.com) and the club weather phone line, 303-443-8877 x118.

### **Practice and Game Day Cancellations**

The Club will announce the status of practices by 2:00PM and the status of Saturday home games by 7:15AM via [fcboulder.com](http://fcboulder.com) and the Club's weather phone line, 303-443-8877 x118.

When home games are postponed or cancelled, FC Boulder team coaches and managers are responsible for communicating the postponement or cancellation with the opposing coaches and managers.

When playing an away game in inclement weather, FC Boulder coaches and managers are responsible for contacting the opposing coaches and managers about field conditions.

The Club Registrar is responsible for rescheduling postponed or cancelled games. Complete rescheduling details will be distributed to coaches and managers at pre-season meetings.

Home games scheduled on Sundays by CSA during the fall and spring regular seasons must be verified by the Club Registrar or Director of Operations due to field scheduling conflicts with the City of Boulder adult leagues.

### **On-Field Cancellation Policy**

When inclement weather causes a delay or cancellation of a home game or practice, follow the steps outlined below:

The assigned City of Boulder official or center referee assigned to the game will make the judgment as to whether games need to be stopped and when they can restart. If no City of Boulder official is present, the center referee will make the judgment.

At any time, the center referee can make the decision to clear the field if he or she feels that conditions are unsafe. FC Boulder coaches may be asked to assist the referee in the



decision, if necessary. All coaches are expected to respect the decision of the center referee.

If the game is not one requiring referees, the decision will be made by the team coaches.

Parents and guardians may remove their child(ren) from perceived danger at any time.

### **Lightning Policy**

In the presence of lightning, all players, coaches, referees and spectators are expected to follow FC Boulder's Lightning Policy:

Seek shelter immediately in presence of lightning. Appropriate shelters include inside of cars, in enclosed buildings and under lightning shelters. Do not seek shelter under trees or building overhangs.

Lightning can strike up to 10 miles ahead of a storm.

It does not have to be raining for lightning to strike. In fact, more people are struck by lightning in dry conditions than in rainy conditions.

Every 5 seconds between the 'flash' and the 'boom' equates to a one-mile distance.

If hair 'stands on end' or 'floats up' you are in the presence of an electric charge and should seek shelter immediately.

Wait a minimum of 30 minutes after the last lightning or thunder to resume activities.

### **Make-up and TBA Games**

When home games are postponed/cancelled, the team coach is responsible for communicating the postponement/cancellation with the appropriate Director of the Competitive Program and completing the online reschedule form available on [fcboulder.com](http://fcboulder.com). The Club Registrar will collect reschedule requests on a weekly basis and work with each coach and team to reschedule postponed/cancelled games.

All make-up games must be rescheduled and completed in accordance with CSA guidelines, and procedures rules set by the Director of Operations and the Club Registrar.

Rescheduling procedures and rules are available on [fcboulder.com](http://fcboulder.com) and will be distributed at preseason coaches' and team managers' meetings.

### **Disciplinary Action Regarding Games**

Any FC Boulder team that forfeits a CSA league game will be responsible to pay the \$500.00 fine in accordance with CSA rules. Payment for the fine will come out of the team's account. Should there not be sufficient funds in the team account, FC Boulder will invoice each player on the team an equal share of the fine. Any unpaid fees will affect a player's continuing eligibility.

## **Club and Team Dues**

Players will be responsible for paying club registration and team account fees (if applicable). The Club registration fees cover player registration, coaching salary, practice fields and originally scheduled game field rentals, referee costs, player liability insurance, and tournament entry fees.

Team account fees, if applicable, will vary from team to team but generally cover tournament entry fees (beyond the allocated stipend – verify tournament stipend with bookkeeper and/or registrar), travel expenses for the coach, team bench and/or shade tent (if desired), and fees associated with facility rental outside of assigned practices/games.

Club registration fees are collected and turned into the Club office for deposit. It is highly recommended that team account fees are also turned into the Club office for deposit in the main Club account, and held under sub team accounts. This provides monitoring of deposits and fund use by more than one person.

The team manager is responsible for coordinating with the Club bookkeeper to oversee the team account, when applicable. Team account funds are derived from deposits from team members, Club fundraising, sale of discount cards, and donations procured by a specific team. The team manager is in charge of providing deposits to the Club bookkeeper. Expenditures for reimbursement require a written request and receipts to support the request (except for coach per diem, as discussed in the Tournament - Travel section).

To comply with IRS regulations for non-profit organizations, FC Boulder's policy is that money in team accounts must benefit the team as a whole or each team member proportionately. No team account money accrues to an individual player, though the team treasurer is responsible for tracking fundraising independently. If a player transfers to another team within FC Boulder or leaves the Club, funds will remain with the team and will not follow an individual player unless the team disbands. In this situation, players remaining in FC Boulder may take their pro-rated share of the team's account to their new team. If a player is involuntarily removed from a team, a request for team account funds on deposit may be submitted to the team manager and Club bookkeeper. The reimbursement of these funds is at the discretion of the team manager, team treasurer (if applicable) and Club bookkeeper. Any remaining funds of disbanding teams will be allocated to the FC Boulder Financial Assistance Program. Refer to the FC Boulder Policy Manual for a more detailed description of what types of expenditures are allowed or disallowed using team account funds.

Team account funds should be spent by the end of each competitive year so that monies are used to benefit all team members.

## **Tournaments**

### **Finding the Best Ones for Your Team**

The team manager plays a vital role in the tournaments the team will be participating in during the season. All teams U11 through U18/19 are expected to participate in tournament play throughout the year. The schedule of tournaments follows the CSA calendar, running from August 1 of one year through July 31 of the following year. The roster for all FC Boulder teams is in effect during this same time period. All teams U11 through U18/19 are considered “advanced” for tournament play. U8-U10 teams are considered “recreational” for tournament play, unless discussed and approved otherwise by the Directors of the Competitive Programs. Pre-season tournaments are those taking place in late summer or early fall (beginning August 1). Post-season tournaments are those occurring after the conclusion of spring season and continuing through early summer months (through July 31). Tournaments are also scheduled during winter months and over most holiday weekends.

The CSA website ([coyouthsoccer.org](http://coyouthsoccer.org)) will provide a list of all tournaments that are sanctioned by the Colorado Soccer Association within the State of Colorado. This resource is free of charge and has many quality tournaments for you and your team throughout the season. However, if you want to look for a tournament outside of Colorado, there are other great resources as well. We recommend you collaborate with the appropriate Director of the Competitive Programs in this process. Before applying for any tournament, be sure that enough team members are able to participate in the event.

Also, as stated above, you will want to confer with your coach and age group Director of the Competitive Program, and we suggest asking other managers which tournaments they have attended in the past that have provided competitive games, quality fields, good referees, and an overall great tournament experience. Previous experiences by other teams in the FC Boulder organization should never be discounted, and can provide a great indicator of what you can expect at specific venues. Reminder: State Cup and Presidents Cup count as tournaments and toward tournament stipends.

### **The Rocky Mountain College Showcase**

The Rocky Mountain College Showcase is held during the 2<sup>nd</sup> weekend in June. This event is open for U15-U18 Boys and Girls teams. FC Boulder will enter one team per age group.

### **The Rocky Mountain Cup**

The Rocky Mountain Cup is held during the 3<sup>rd</sup> weekend of June and is open to U11-U18 Boys and Girls teams. U11-U14 Elite teams are required to participate in the Rocky Mountain Cup unless attending the US Youth Soccer Region IV Championships. All other FC Boulder teams are strongly encouraged to participate in the Rocky Mountain Cup tournament.

## Players' Cup

The Players' Cup is held during the 2<sup>nd</sup> weekend in August. FC Boulder Elite and Premier teams (U11-U14 Boys and Girls) are required to participate in the Players' Cup. All other FC Boulder teams are strongly encouraged to participate in the Players' Cup.

## Team Registration

Once the Director of the Competitive Program has approved your team's tournaments, you will need to contact the Club Registrar to register the team for each tournament. Many tournaments allow you to pre-pay with a credit card on their tournament website. Some still require you or allow you to mail a check to them while registering on their tournament site. Many tournaments will request information on your previous performance, so it is useful to log and track your results. This information is typically used to place your team in the most competitive bracket available to the tournament director. ***Please note if your team is paying the tournament fee yourselves, funds will need to be available in your Team Account to cover this cost at the time of registration.***

## Hotel Rooms

When tournament play requires overnight stay, it is your responsibility as team manager to ensure your coach has accommodations in advance of his or her arrival. You can manage this yourself, or if you so choose, you can appoint someone from your team to take care of this responsibility. Generally, all parents and players will stay at the same "team hotel" as the coach. This will promote harmony and unity within your team, as well as support logistics of transportation to and from fields, and to and from airports (when applicable). It is the policy of FC Boulder that all overnight tournament travel provide coach overnight stay. This expense is to be paid for by the team families. Also expected are a meal stipend and travel expenses (airfare, gas expense) for the coach. Only the head coach's accommodations/food/travel are the team's responsibility. If the team chooses to have an assistant coach attend, and pay this individual's expenses, this agreement must be approved and signed off on by the Director of the Competitive Program and the Director of Operations. If the Director of the Competitive Program and/or the Director of Operations are directly involved with the team in question, then the Executive Director and/or Club Bookkeeper will assume approval responsibilities. ***There are no exceptions to this policy!*** This document will be kept on file with the Club Bookkeeper. Team families are not responsible for any travel expenses for a coach's family members or friends.

Most out-of-state tournament are "Stay-and-Play" events which require lodging at one of the tournament's approved hotels. Once accepted into the tournament, access the list of approved hotels from the tournament's website to begin the process of securing a "team hotel." This is definitely not the job for a procrastinator. Advance booking (can be up to 1 year in advance) is always a wise move in this area, as many tournaments will host 100 or more teams at one time. Therefore, hotel rooms are in high demand. The best planners always receive the best deals and the best hotel rooms. Recommendation is to book all the hotel rooms for your tournaments as soon as you know which ones you will be attending. Following this practice will give the parents ample time to call the "team hotel" and provide their credit card to hold their room. Use your own discretion in charging all rooms to your

personal card. Reserving a block of rooms for your coach and parents will require someone from your team first checking to see if the tournament you are attending recommends or even requires you to stay in certain hotels. Once you know how this procedure is being handled, you or the appointed person can begin by looking at some factors that may include:

- \* Group discounts that the hotel may offer for booking several rooms at one time;
- \* Hotel policy regarding a free room for the team coach;
- \* Hotel proximity to the tournament venues;
- \* Hotel proximity to healthy dining options in the area;
- \* Age of the hotel – If it is an older hotel, ask the date of last remodel;
- \* Hotel amenities including breakfast, wi-fi access, in-room refrigerator, swimming pool, fitness center, washer and dryer availability to guests, roll out cribs if necessary, and hotel upgrades available at no extra charge;
- \* And of course, price.

Usually, once the block of rooms has been reserved, the hotel will give you a specific time frame in which the parents must call and provide a credit card to hold their room. Pass this information on to everyone in a timely fashion. Generally, the earlier the rooms are booked, the more time the parents have to call and provide their credit card information to the hotel. Again, please do not procrastinate. Make sure to always ask about the hotels policy for the team coach (some give free rooms if a certain quantity of rooms are reserved by the team). If your team has to pay for the coach's room, you or your treasurer will have to secure the coach's room with a credit card Use either a team credit card or your personal credit card in which case the team will reimburse you.

### **Air Travel**

Airline reservations should be made as far in advance as possible. It is very strongly recommended that all members of the traveling party travel on the same flights and same airline both to and from an event. It important to remember and communicate with team members that soccer tournament travel is not a team vacation and should be treated as an organized team activity. Many airlines will guarantee group travel – be sure to communicate clearly with individual airlines re: name changes, reservation changes, re-booking fees, emergency travel, etc.

FC Boulder does not have a club travel agent. We encourage you to utilize all options when booking team travel e.g., Costco, Discount Travel websites, etc.

Other considerations:

- \* Booking a return flight that clearly departs after the latest possible end of the tournament
- \* Time of departure to the event e.g., missing school, evening travel, arrival time to hotel, etc.

A reminder that all players have agreed to and signed the FC Boulder travel and player conduct agreement. This is a binding agreement for players participating in FC Boulder travel .

Any teams planning to travel internationally must arrange a meeting with the Director of the Competitive Program and the Executive Director prior to any travel planning.

### **Permission to Travel**

When your team is playing in a tournament outside of US Youth Soccer's Region IV, you must apply and obtain permission from the Colorado Soccer Association. All tournaments outside of Region IV require presentation of the approved form as part of your team's check-in documents. The approved form is primarily for insurance purposes, ensuring your players are covered when playing in other states. If you plan to travel with guest players: The CSA Member Status Form for out-of-state tournaments must be completed and signed by CSA (thus approving this player). Please plan ahead in order to secure the required CSA signature(s). Both the permission to travel form and the CSA Member Status Form are available on the CSA website. Both forms must be faxed to CSA from the FC Boulder office.

### **Travel Expenses for Financial Assistance Recipients**

All team members must be good financial standing with the Club prior to tournament travel. Players who are not eligible to play will not be permitted to travel to or participate in tournament events. Team members are not expected to pay for players who are receiving financial assistance toward their Club registration fees. The Club offers discount cards and other fundraising opportunities for the family/player to help offset travel costs. If expenses are an issue, and the team agrees, their portion can be divided among the rest of the team. But FC Boulder highly encourages having a direct conversation with the family and ask that they contribute as much as possible toward the player's expenses.

### **Travel Expenses for Chaperone(s)**

Teams are not expected to pay for chaperone(s) travel expenses. If the team agrees to assist with part or all of the expenses, this can be factored in to the players' expenses.

### **Travel Expenses for Coach**

Please refer to FC Boulder's Policy Manual for additional information. A coach's expenses are divided into three categories: Hotel, Food, and Transportation (gas and/or airfare)

#### **1. Hotel**

The team pays the cost of the hotel room and applicable taxes including resort tax, overnight parking fees, etc. Incidentals are not covered. Be sure to inquire about the possibility of a complimentary room upon each booking. It is recommended to book all the hotel rooms for your tournaments, including the coach's room, as soon as you know which ones you will be attending. Whoever pays for the room will need to provide a receipt for reimbursement. If preferred, a manager can request the coach be given a check prior to departure to eliminate any out-of-pocket expenses (if funds are held on deposit in the Club's Team Account).

Many hotels will waive state tax on hotel rooms due to the Club's non-profit status. Be sure inquire when reserving rooms.

## 2. Food

The team is responsible for providing a per diem to the coach of \$25 (if the hotel provides in-house breakfast) or \$35 (\$10 breakfast, \$10 lunch, \$15 dinner).

It is strongly recommended that expenses for players' meals be collected prior to travel and an assigned treasurer pay for meals throughout the trip. The collected amount should be \$25 per day (\$10 lunch and \$15 dinner). Many teams may include a per-day "snack" allowance of \$5 per day for water, Gatorade, energy bars, bananas, etc.

## 3. Gas and/or Airfare

The club reimburses actual gas expense not mileage. This is typically one (1) tank of gas per away tournament, unless it is of greater distance than the vehicle can travel on one tank. Coaches should keep gas receipts to turn into the club for reimbursement. If a coach rides with a manager or other parent, no gas is reimbursed.

### EXAMPLE

#### **Coach's Expenses for Weekend Tournament, example**

Here is what a typical budget for a coach's expenses may look like for a travel tournament:

Hotel \$125 per night x 2 nights = \$250

Food \$35 per day x 2 days = \$70

Gas One (1) tank of gas = \$50

Total = \$370

\$370 Divided among 16 players = \$23.13 per player

NOTE: When figuring a coach's expenses for a tournament, be direct with parents whose child is receiving registration fees financial assistance. If they are able to contribute, they should. The Club offers discount cards and other fundraising opportunities for the family/player to help offset travel costs. If expenses are an issue, and the team agrees, their portion can be divided among the rest of the team. Doing this usually costs each of the other players \$7-\$10 more per tournament. Example: Coach's expenses are \$370 for a weekend (\$250 hotel, \$70 food, \$50 gas). Divided by 16 players is \$23.13. Divided by 14 players (if two were on assistance) is \$26.43.

## **Fundraising**

If individual players are interested in selling discount cards to assist with their Club fees and or team account dues, please direct them to the Club's discount card coordinator. This is a proven way to secure funding with little effort.

Individual teams are encouraged to explore options for team fundraising.

The Business Manager or the Director of Operations must approve of all fundraising opportunities. Requests for team fundraising events must be submitted to the Business Manager or the Director of Operations through the Club's fundraising request form. Approval, when granted, will be effective for one year from the date of approval. FC Boulder reserves the right to forbid or terminate any fundraising activity deemed inappropriate or inconsistent with the image and goals of the club.

FC Boulder retains ownership, copyrights and control of usage of the FC Boulder logo and brand.

FC Boulder may approve the use of the FC Boulder name on appropriate merchandise or other items. The Director of Operations must approve the nature of the merchandise prior to any production.

All sales promotions must contain a disclaimer to the effect that the FC Boulder provides no express or implied warranty.

10% of all individual team fundraiser income after expenses will go to the FC Boulder Financial Assistance Program.

There will also be Club-wide fundraisers which are necessary in order to provide support for financial assistance recipients, club equipment, which the team manager will be called on to assist in finding volunteers and disseminating information and/or materials.

## **Team Placement (Tryouts)**

Along with the Club Registrar, team managers are expected to coordinate tryout administration, including the recruitment of parent volunteers to assist. Contact information for the parent volunteers needs to be provided to the Club Registrar. Each manager will receive a packet of specific instructions to ensure that all tryout procedures are implemented. The team manager's appointment concludes following the completion of registration for the next year's team. All team members must be in good financial standing in order to attend tryouts for the next year's team.

## **Procedures for Voicing Concerns**

Please refer to FC Boulder's Policy Manual for proper reporting protocol.

## **Club Contacts**

Staff contacts are available at [fcboulder.com](http://fcboulder.com)



## **Websites and Resources**

Throughout the year you will be introduced to a number of websites and applications. Here is a list of the more common sites that you may encounter:

### **Colorado Soccer Association (CSA) – [COYouthSoccer.org](http://COYouthSoccer.org)**

CSA governs all competitive soccer play in Colorado and all official competitive schedules and standings are posted here. This can also be a useful resource for game rules, guidelines and training resources.

### **Colorado Soccer Fields – [SoccerFieldsOfColorado.com](http://SoccerFieldsOfColorado.com)**

When communicating game and practice fields to your parents and players its necessary to verify the location and directions so that everyone shows up on time. This website of a comprehensive listing of soccer fields throughout Colorado and Wyoming.

### **GotSoccer – [GotSoccer.com](http://GotSoccer.com)**

Club registration and player profiles are managed through this third-party website.

### **GotSport – [GotSport.com](http://GotSport.com)**

This is a third-party website used by CSA, FC Boulder and most other club and tournaments to manage official schedules and standings for competitive soccer.

### **Soccer.com (aka Sports Endeavors, Inc.) – [Soccer.com](http://Soccer.com)**

All club uniforms and gear is managed by Soccer.com. You may see email communications coming from the parent company from [sportsendeavors.com](http://sportsendeavors.com). FC Boulder has its own web page at [soccer.com/fcboulder](http://soccer.com/fcboulder) which carries club specific spirit wear and merchandise.

### **TeamSnap – [TeamSnap.com](http://TeamSnap.com)**

This can be an invaluable resource to help you with scheduling, field locations, and team communications. The Club is in conversation to provide all competitive teams with Team Snap accounts at little to no charge.

### **CO Soccer 2 – [iTunes.Apple.com](http://iTunes.Apple.com)**

This is a neat little mobile application for the iPhone that lists the official CYS game schedules and standings for competitive soccer leagues.

**Appendix I - Team Manager's Checklist**

## Start-up Duties Each Season:

- \* Meet with the Coach and determine what kind of assistance the Coach needs and wants throughout the season.
- \* Organize the preseason team meeting with the coach, players and parents.
- \* Establish the team's communication network via email, Team Snap, etc. Be sure to have accurate contact information for each family.
- \* Provide a team roster to each family including players' names, jersey numbers, parents' or guardians' names and contact information.
- \* Provide directions to away games – directions to all fields are available at: [soccerfieldsofcolorado.com](http://soccerfieldsofcolorado.com).
- \* Communicate the responsibility of score reporting to CYS with the team Coach.
- \* Establish a list of volunteers (parents and guardians) as various team tasks will be asked to be managed throughout the season.
- \* Coordinate with the Club Registrar and Club Bookkeeper as to the current policies regarding management of the team account.
- \* Assist the Coach, the Director of the Competitive Programs and the Club Registrar with tournament planning and preparation.
- \* Review and communicate any errors regarding the team roster to the Club Registrar.
- \* Establish a plan with the Coach regarding game rescheduling with opposing clubs.

## **Appendix II – A Year in the Life of a Team Manager**

### June (post tryouts)

- Set-up Team Account
- Set-up Team Distribution and Contact List
- Arrange for Preseason meeting with coach, players, parents and DOCP
- Collect and turn in all player registration materials to the Club Registrar
- Make player and coach pass cards and team book

### July/August

- Release team calendar including all tournament events and dates
- Confirm all players are available for all practices – arrange car pools as needed
- Confirm league alignment with the Club Registrar

### September

- Discuss winter training program with coach and DOCP – including futsal, indoor leagues, strength and conditioning training, etc.
- Confirm spring tournament decisions and player availability
- Confirm spring break for different school districts and CSA league and State Cup or Presidents Cup (if applicable) schedules around Spring Break

### October

- Finalize all reschedules for games of the fall season – notify Club Registrar and/or Director of Operations if having rescheduling difficulties

### November

- Communicate re: start of winter training
- Remind team of spring dates – tournaments, spring break, spring practice schedule, etc.

### December/January

- Continued winter training
- Happy Holidays!

February

- Start of outdoor practices
- Verify spring break attendance

March

- Contact opposing coaches by Wednesday before league games to get accurate contact information should weather necessitate a reschedule of a match

April

- Club-wide fundraiser – prepare to volunteer and get others to volunteer too
- Schedule of volunteers arranged for tryouts, team registration, tournaments

May/June (pre tryouts)

- End of year party
- Tryouts and Registration for the next year
- Pass information to next team manager is not continuing in the role