

# Sacramento United Soccer Club

## Manager Tips & Info

### Overview

Sac United would first like to thank everyone who has volunteered their time to manage their child's soccer team. As the Team Manager you will serve as a representative for both the parents and the coach. It is the managers' responsibility to help the coach get messages out and to make sure that the coach is aware of issues that may arise on the sidelines during games or even during training. The manager will keep the coach aware of any problems that may be brewing behind the scenes.

The typical duties of the team manager are to provide information to parents throughout the year, sign-up the team for leagues & tournaments, perform game day duties, and attend monthly mandatory Manager/Board Meetings.

The first thing a new team manager should do is create their team binder. The team binder should be accessible at every game/team event. The following items should be kept in the team binder:

- US Club Player passes
- US Club Team Roster
- NorCal Premier Team Roster
- Copies of each players birth certificate & US Club Youth Player Registration & Medical Treatment Authorization Form
- An updated copy of the Sac United Club contact list (See attached copy)





## **US Club Soccer** ([www.usclubsoccer.org](http://www.usclubsoccer.org))

US Club Soccer is a non-profit organization whose mission is to develop competitive club soccer in the United States. A member of the U.S. Soccer Federation (USSF) since July 2001, US Club Soccer has grown to include member club and leagues in 50 states. US Club Soccer is a National Association member of the USSF.

In addition to registering players and staff, sanctioning leagues, tournaments and other soccer programs, as well as offering a range of programs for its members, US Club Soccer annually conducts the National Cup and the National Collegiate Showcase. US Club Soccer also directs its own player identification and development program – id<sup>2</sup>.

### **Manager Passes**

All staff (Coaches and Managers assigned to any competitive team) are required to complete a Staff Background Check Application. If you are a newly assigned Manager please go to the US Club website – Registration Tab – Staff Background Check and follow the steps provided. Once you have submitted your Background Check Application on the US Club website please send an email to [Registrar@sacunited.com](mailto:Registrar@sacunited.com) stating that you have completed it. Please have this form submitted by March 1<sup>st</sup>. You will receive a Staff Card shortly after your background check clears.

### **Player Passes**

Each player on every team is issued a US Club Player Pass that will be kept by their team Manager. In order to receive a player pass each player must provide the following documents: US Club Youth Player Registration & Medical Treatment Authorization Form, a copy of their Birth Certificate, and a 1 x 1 photo (preferably a headshot). They also must be registered on Blue Sombrero and have paid their Club Membership Fee, Sponsorship Fee, and 1<sup>st</sup> months dues.

All Player passes have to be with the team and accessible at every game. They will be provided to the Referee prior to each game. The referee will return them to the Manager or Coach at the end of the game. Player passes are the property of the club and should not be released to individual parents.

If a player is guest playing for another team within the club (playing up) the pass exchange must be made between the Team Manager's or the coaches and should not be given directly to the player or player's family.

Delinquent Club Dues could result in a player's pass being pulled (See Other Club Info - Club Dues Policy).

### **Us Club Roster**

Each team has a US Club Roster that can be accessed and printed from the US Club website if needed. Copies of the team roster should be kept in your Team Binder in case they need to be provided for a game. The roster will also be available on your NorCal Premier Game Card (See NorCal Premier Soccer League – Game Cards).



## **NorCal Premier Soccer League ([www.norcalpremier.com](http://www.norcalpremier.com))**

NorCal Premier Soccer League provides opportunities for soccer players with advanced skills to compete with and against others with similar skills and desires. The primary focus of the league is developing the child as a person first and a player second.

### **Team Page**

In order to access your Team Page, you select your Club from the Club Directory then click on your Team. In the top right corner of the screen click on "Team Login". If you do not have a Pin # request one then login. If the system does not recognize your email you will need to contact a club administrator and ask that they add you as a contact for your team. You can add team contacts and apply for new NorCal events from your Team page. You can have your team picture added, update your team uniform colors, access all game schedule information (date, location, and time), and set up your team roster information.

### **Team Roster**

All players need to have a valid US Club Soccer player pass to be added to the team roster. In order to create your team roster go to your Team Page, select the "Roster" tab then select "Add player". Add your roster players one by one. The Team roster will be used to automatically print in the Game Cards.

### **NorCal Events**

At the start of the season you will go to the NorCal Premier website to apply for NorCal events chosen by your Coach. Payment can be made via credit card or by check.

### **Game Cards**

Can be accessed from your Team Page/Team Schedule. It is the home team's responsibility to print them out and provide them to the Referee (along with the player passes) prior to each home game. To print a Game Card, go to your Team Page and click on the "vs" tab of the game you would like to print. Select "Print Match Report PDF". A PDF file will open with the Game Card and you will be able to print it out. Game Cards should be printed within 48 hours of your game time, not earlier.

### **Reporting Game Results**

The Manager or the Coach will record the results of all home games on the NorCal Premier website. It should be updated online no later than 24 hours after the game has concluded. It is updated by going to the Team Page then selecting the "Start Screen" tab and then "Team Scorekeeping".

### **Manager Game Day Duties**

On the day of the game, the manager will need to bring the following items with them to their teams' game:

- Referee fees (if applicable)
- Player Passes
- NorCal or US Club Roster
- Game Card (for home games)

## **Other Club Info**

### **Club Dues Policy**

Blue Sombrero accounts are monitored monthly throughout the season by the Club Blue Sombrero Manager. Payments are due as follows:

- 1<sup>st</sup> day of the calendar month. Dues are payable on this date. Blue Sombrero will automatically invoice players the amount owed as of this date.
- 10<sup>th</sup> date of the month. The Blue Sombrero Manager prints out a list of players who have not paid for the month and emails the Coach, Manager, Team Treasurer, and player for each family on the list.
- Last day of the calendar month. Dues not paid by this date are now past due. A notice will be sent to the Coach, Manager, Team Treasurer, and player stating that unless the month's dues and the next month's dues are paid by the 10<sup>th</sup> of the next month, the player pass will be pulled and the player may not play or attend any training until payment of both months is made.
- 10<sup>th</sup> day of 2<sup>nd</sup> calendar month. If both months dues are not paid by this date, the pass is pulled. The card is collected from the Manager and turned over to the Registrar immediately.

The team manager and treasurer are expected to remind the player's parent/guardian that payments are due and play/training is suspended until payment is made. Coaches are expected to enforce this also.

### **Referee Payment**

Each team is responsible for paying referees (cash) for their NorCal State Cup Prelim Games and Spring League home games. The club pays for all fall referee and league fees. 8 v 8 games will have two referees and all other age groups will have a center referee and two linesman. The fees are based on the number of minutes per half (examples below):

#### *U9/U10*

8 v 8 2 x25 minute halves  
2 referees \$25 each

#### *U11*

8 v 8 2 x 30 minute halves  
2 referees \$30 each

#### *U12 & above*

11 v 11  
3 referees  
-center receives \$1 per # of minutes per half  
-each linesman receives \$5 less than the center

### **Team Accounts**

All team bank accounts should be opened with Wells Fargo Bank. We use the branch on Freeport Boulevard. The contact there is Chinh Pham. There must be two signers on the account. 1 signer has the checkbook and the other receives the bank statements.

The team bank account is funded by the team dues that are collected for each player. It is a good idea to let the parents/guardians know in advance about your estimated monthly team account payment requirements and what expenses the \$ will be covering (Coaching expenses for games away from Sacramento, Referee's, Tournaments, Spring League, Fall League, Play Dates, NorCal State Cup, etc.). See sample of team expenses below:

Spring League	\$350 per team
Fall League	\$0 Fall League is covered by Sac United
Play Dates	\$150 each (3 are usually played) per team
NorCal State Cup	\$600 per team
Additional Tournaments	\$450-\$600 each per team
Referees	\$50-\$60 per home game (for Spring League & NorCal State Cup Prelim Games)
Coaching Expenses	TBD – Coaches receive Travel Compensation (Gas per diem for games/events outside the Sacramento area and Gas/Meal/Lodging per diem for tournaments out of town) See attached Policy Manual – Coaches Travel Compensation – page 24.

Team dues can be collected monthly or in larger less frequent payments to start off. It should be determined based off your initial team expenses and if you think your families can afford the larger payments. Please keep in mind that team accounts are for team funds only. If someone falls behind it affects the entire team and if they fall too far behind there's a possibility the player won't be able to participate in any team events. Team funds are only to be used for team expenses. Both the team manager and the team treasurer should be aware of any expenses paid using team funds. *Keep in mind that scholarship players are still expected to pay for their child's team expenses.*

### **Treasurers**

Team treasurers are responsible for tracking the team dues, making payments for team expenses, and providing monthly player statements for each player. The Treasurer should maintain a master financial spreadsheet that reflects all credits and debits made to the team account. A copy of the master financial spreadsheet and a monthly bank statement should be provided to the coach and manager monthly. At the end of the season the Treasurer is expected to provide a year end report of their team account expenditures and deposits to the Club Treasurer.

### **Fundraising**

Fundraising can be done to offset the cost of some of the team expenses. It is not required, but is an option when there is a financial need. Money raised through fundraising can be designated to benefit specifically only families who participated or the team as a whole. Some ideas:

- Car Wash (Contact Vince Lera via cell 916-470-0551)
- Butter braids
- Tamale sale (La Esperanza on Franklin is a suggestion)
- Garage Sale
- Bake Sale
- Team concession stand at a Sac United Hosted Play Date or tournament

### **Team Volunteer Positions**

There are other positions within your team to consider:

- Social Coordinator – to assist with the planning of any team function
- Fundraising Coordinator – to organize/plan team fundraising efforts

### **Volunteering**

Every player's family must complete the Volunteer Contract and pay the required \$100 Volunteer Fee. 15 volunteer hours must be completed in order to receive a refund of the \$100 Volunteer deposit. It is the family's responsibility to keep a record of their completed hours. It is not the managers' responsibility to track or turn in a players volunteer hours. (See attached Volunteer Hour Procedures)

### **Scholarships/Financial Assistance**

Financial Assistance is available through Sac United for families that qualify based on financial need. You can find the necessary documents on the Sac United website under the "forms" tab (See the copies attached). All information pertaining to scholarship players is confidential. If families have any questions regarding the financial aid application process, please have them contact:

Gabriela Canseco (Seuthe)	<a href="mailto:Gabriela.canseco@sbcglobal.net">Gabriela.canseco@sbcglobal.net</a>	Cell: 916-834-4679
Jeff Andersen	<a href="mailto:Andersen7777@yahoo.com">Andersen7777@yahoo.com</a>	Cell: 916-690-7416

### **Manager/Board Meeting Attendance Policy**

All teams must have a team representative at each monthly Board of Directors Meeting. Missing two consecutive meetings may result in a fine of \$50 for the team. It is important that each team send a representative not only to vote on critical issues, but also to report back important information to your parents and players.

### **Training Players**

Training players are accepted at the coach's discretion, with a maximum of 4 per team. The player must either have a US Club pass or secure one in order to train. This protects the Club for insurance purposes. The pass will be held by the Club Registrar. The cost is \$75/month payable to the team (not the Club). This will help the team offset expenses (tournaments, coaching expenses, etc).