



**River City United Soccer Club  
(RCUSC)**

**Team Manager Handbook**

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## 1 Overview

This document is meant to provide overall guidance to [River City United Soccer Club \(RCUSC\)](#) team managers. Some of the content is optional but included as it has proven helpful to some managers in the past.

## 2 Alabama Soccer Association (ASA)

All RCUSC teams are registered with the ASA. [GotSoccer](#) is the web site the [ASA](#) uses to manage their registered teams.

The ASA typically only communicates with the team managers and it is the duty of the team managers to pass the information along to the coaches.

### 2.1 GotSoccer Account

The RCUSC registrar will create your initial individual GotSoccer account along with your team's account. Be sure to supply the RCUSC registrar with your preferred email address to assign to your GotSoccer account.

### 2.2 Team Administration Assignments

Every team official (coaches and managers) will have to complete the online concussion course as well as complete a background check.

For the concussion course, each team official will need to log into their personal GotSoccer account, not the team account to complete their individual certificates. Each team official will have to do this on their own GotSoccer accounts to get their individual certificates. Most state and RCUSC officials will communicate with the team manager to have the team manager ensure all team officials have completed their coursework.

At the start of the season, RCUSC registrars own the access to the team account for changes until the coaches and managers complete their certificate requirements. Once the team administration members complete their certificate requirements, the RCUSC registrars will then assign the team administration members to the team in GotSoccer. However, full team access will not be granted until the assigned team managers have sent the roster to the RCUSC registrars and the RCUSC registrars have the team assignments complete.

### 2.3 Team Insurance

RCUSC teams are insured through our membership with the Alabama Soccer Association (ASA). The ASA proof of insurance can be located on their website ([http://www.alsoccer.org/asa\\_administrative/youth\\_insurance/](http://www.alsoccer.org/asa_administrative/youth_insurance/)) as well as the ASA Insurance Coverage Outlines ([https://usys-assets.ae-admin.com/assets/959/15/AL\\_Outlines\\_1718.pdf](https://usys-assets.ae-admin.com/assets/959/15/AL_Outlines_1718.pdf)).

Some organizations will require this before allowing a RCUSC team play their team (AYSO has asked for it) or use their fields (Huntsville City has asked for it).

## 2.4 Team Roster Assignments

The team managers need to send a spreadsheet containing all the information for the players required to get the team roster initiated (see Table 1). This spreadsheet will be sent to the RCUSC registrar. The RCUSC registrar will request the team roster spreadsheet when it is time for the team to be entered into the GotSoccer system. Each player will be given a GotSoccer account based on this information.

**Note:** The email address given here will be used to create the player's GotSoccer account. If a parent would prefer all communications from GotSoccer be sent to the parent instead of the player, the parent's email address should be used for this account creation. For younger players, the parent's typically use the parent's email address.

**Table 1: Sample Initial Roster Submission Sheet**

Player Information						
Returning	Name	DOB	Home Address	Primary Phone #	Email	Jersey Number
Y/N						



Sample\_Roster\_Spreadsheet.xlsx

## 2.5 Roster Pictures

The manager will need a "head shot" of each player for their player pass. This picture is very similar to the Passport/Driver License Photo (square with primarily the player's neck and face visible). This photo will be used for on field identification so it is highly recommend having pictures that will represent the player on the field (no glamour shots). This means if they will be wearing their hair in a ponytail, wearing a head band or something similar it is recommended they be represented that way in their Player Pass photo.

These photos will be uploaded to the GotSoccer team account when required. There is a size limit (typically 1MB or less) of the photo so it is recommended to keep the resolution smaller to ensure they will be uploaded without issue.

## 2.6 Player ID Passes

The Player ID Passes have to be laminated. The team manager will be supplied the Player Passes via GotSoccer that will have to printed, seperated (will be on a full page together) and laminated by the team manager. What has worked well for some managers is to print them in color, cut them out separately then laminate them using [ID laminate pouches](#). Then clip all the IDs together using a [metal ring](#). This helps when a single player may guest play with another team or pass play with another RCUSC team, they player can easily borrow their Player Pass card and return the pass to the manager once they return.

## 2.7 Alabama State League Scheduling

Typically for 13U and below, the state will conduct a conference call and ask that all teams be prepared to schedule all their league games in a single call.

For 14U and above, the team managers are required to coordinate with their respective opponents. This means the team manager will make contact with each of their league opponents directly (either coaches or managers) and coordinate a day and time for each game. This will normally come with a State enforced deadline to have all the games entered into GotSoccer so the field schedulers can start making the arrangements. This can be done via several methods (email, text, voice calls, etc.) but has proven to be an iterative process as once the team manager has a game scheduled, they often have teams requesting changes before the completion of the scheduling as they will encounter unforeseen conflicts.

### **3 Player Availability**

It is the responsibility of the team manager to coordinate with their opposing teams when playing ASA league games. In order to know when it is best to schedule the team's games, it is first imperative that the team manager knows when their players are not available (already have family plans, conflicts, etc.) throughout for the season (July through December for Fall and January through June for Spring). The team manager should immediately solicit their player's availability once the team members have been confirmed. As players begin informing the team manager of dates they are not available, it is recommended the team manager begin to accumulate this information in a single location. Some managers have had great success by creating a "RCUSC Player Availability" Google calendar so the manager could keep it updated then print it off to see quickly when players are not available. This Google calendar also allows the team manager to share the player's availability with others such as assistant team manager and the coach. Keeping it as a Google calendar also lets the manager have it handy with most smart phones for quick reference at any time and allows for updating it remotely.

### **4 Communications**

Communication with the team is absolutely essential. It is extremely recommended to keep the team (players, parents and coaches) informed at all times. It is also recommended to ensure there is transparency when sharing information. Personal privacy must be absolutely adhered to so the transparency reference is more towards the sharing of "team related" information, not individual player information.

That being said, the team manager has many methods of communicating with the team. Some managers have managed communication strictly through point to point emails, texts and phone calls. It is recommended that the team manager use a more organized method such as online team management tools. Some managers have used [TeamPages](#), [TeamSnap](#) and other like them. Once the team manager has established a communication method, it is recommended that all communications be through that tool to ensure consistency. Also, these tools will help with things such as enabling the manager to track how many team members received the message and keep them in a conversation type environment. This will allow team managers to keep their personal email clear of these messages but it comes down to personal preference by the team manager.

If the team manager does decide to use a tool that carries a cost, the cost of the tool should be included in the cost estimation spreadsheet supplied to the RCUSC.

Bottom line, the team manager should choose whatever allows them to communicate best with the team.

### **5 Team Event Reminders**

As some lessons learned from other team managers, it is recommended that team events be reminded of events at reasonable times. For example, if the team has an event that was 11:00 AM or later, the reminder could be for 4 hours before the event. For most events, 4 hours seemed enough time for those

that needed to coordinate last-minute arrangements and also long enough to let everyone know where they needed to be. However, if the event is earlier in the day (before 11:00 AM), it may be more helpful to remind everyone 12 hours before the event (the night before). This would keep from reminding the team extremely early in the morning and reminding them about the event before they went to bed the evening before. If the event were later in the day, reminding the team sometime in the same day seems reasonable.

Also, keep in mind the time zone changes when the team travels to away games such as tournaments. If the team manager is using a management tool, ensure the tool can properly switch to the correct time zone for the game locations.

Again, the team manager should decide what works best for them and their team as each team dynamic is different.

## **6 Player Forms**

It is the responsibility of the manager to collect all the required forms. These typically include: RCUSC Commitment Form, Player Medical Release Form and RCUSC Financial Form.

It is best to collect these forms as soon as possible as there will be those that will need to be reminded a few times to get them all collected.

It is recommended to make a digital copy (scan) of the completed forms and saving the digital copy in a secure online location (Google Docs, etc.) in the event the originals are lost or destroyed by some circumstances and the manager needs to have immediate access.

## **7 Funds**

It is recommended to create a separate savings account for the team with the team manager's banking institution. This way all funds collected can be deposited into the account and withdrawn as needed by simply writing checks out of the team manager's personal account and had the team's account pay the manager back.

The RCUSC allows some leeway for this as long as the team funds are maintained in an organized fashion.

As for taking payments, it is left up to the team manager to collect the player fees the best way they see fit. Some managers have only taken checks or cash as they did not setup another payment option. If the team manager has another way for players to pay them, the team manager should use what works best for them.

## **8 Scholarship Players**

The RCUSC has an option for scholarship players. The use of the scholarship program will need to be coordinated with the RCUSC president as there are limited scholarships available per team. Once the RCUSC president agrees to the number of scholarship players for the team, the player(s) requesting the scholarship must supply a paragraph explaining why they are requesting the scholarship (reduced income, family hardship, etc.) to the team manager. The team manager will then supply the write-up to the RCUSC president for their consideration by the RCUSC board. If granted, the amount of the scholarship is determined by the RCUSC board and communicated back through the team manager to the player's financial responsible guardian.

## 9 Practice Field Scheduling

The RCUSC main fields for practice are [Spirit of America \(Point Mallard\)](#) and [Jack Allen Soccer Complex](#). If a RCUSC team desires to conduct practice outside of those complexes, the RCUSC will pay for two (2) nights a week at the location of the team's choosing with prior RCUSC president's approval.

For teams located in the Huntsville area, the RCUSC can secure fields for to practice on with the city of Huntsville. However, the Huntsville fields are sometimes in high demand so it is recommended to contact the Huntsville city field coordinator (Herbert Tamale at work phone 256-883-3903 and email [herbert.tamale@huntsvilleal.gov](mailto:herbert.tamale@huntsvilleal.gov)) for reserving Huntsville City fields (City North/South or Mastin Lake Park).

If the RCUSC has already secured the Huntsville City fields, RCUSC will typically have a single person responsible for coordinating individual team time slots. If a team secures their own time slot directly with the Huntsville city coordinator and then the RCUSC secures a larger block, the team manager should coordinate with the RCUSC field coordinate to ensure the team maintains the time slot selected.

RCUSC will only pay for the use of a field two nights a week. If a team practices more than two nights a week, the team will have to pay for the extra nights themselves (build it into the player fees) or find a field that is free of charge.

## 10 Budget Spreadsheet

The RCUSC requires that each team submit a budget spreadsheet (blank form imbedded below with some basic information filled in). The team manager should fill in the primary tab with the team information. The second tab is to account for miscellaneous team costs (web site fee, purchasing laminating products, etc.). Once the budget worksheet is complete, the completed worksheet should be submitted to the RCUSC president for approval.



2018\_2019\_Budget  
RCUSC.xlsx

## 11 Alabama League Game Responsibilities

There are a few things the home team is responsible for and are the manager's responsibilities.

### 11.1 Home Games

#### 11.1.1 Field Preparation

For state league games, it is the responsibility of the home team to ensure the field is ready for play. This included ensuring the goals are properly netted and weighted as well as corner flags placed.

In some instances, the manager maintains possession of the corner flags and ensures they are placed before each league home game. However, in other instances, the head coach maintains possession of the corner flags and the manager ensured they were placed before the start of the game. Either way, the corner flags should be secured after each game as the grounds crew are not responsible if they go missing after they are left on the field.

It is highly recommended that the team manager arrives an hour before the start of each league game to ensure the field is properly prepared before the game and can make any necessary last-minute adjustments if needed.

### **11.1.2 Visiting Team Communications**

The home team manager should make contact with the visiting team (manager or coaches, whoever is the primary communicator) to ensure they have each other's contact information (preferably cell phones) as the home team manager is responsible for alerting the visiting team of any last-minute game changes (weather issues, field closures, etc.) that are not caught in time by the GotSoccer administration.

## **11.2 ASA Games**

### **11.2.1 Game Cards**

ASA league game cards will need to be printed from GotSoccer and brought to the games. These will be used to record the score of the game as well as check the players into the game by the official as the Game Cards will have the players information (including pictures) on them.

### **11.2.2 Game Score**

The winning team is responsible for entering the game score at the conclusion of the game. This may change depending on the ASA administration so the team manager should be in communication with the ASA administration for the most current rules for game scoring.

Score reporting for tournaments is tournament dependent. Be sure to read the tournament rules for game scoring. On occasion, the officials will report the score. The team manager will need to keep track of the game scores and follow-up with the score reporting to ensure the official scoring is accurate and updated as required. It is recommended the team manager keep a separate copy of the game score card in the event the official score is entered incorrectly and needs correcting.

## **11.3 All Game Responsibilities**

### **11.3.1 Player Cards**

The manager maintains possession of the Player Pass IDs and presents them to the game officials before the start of the game. This is typically for non-Alabama State League games as the Alabama State League Game Cards have the pictures of all the players. However, on occasion, ASA league game officials have the right to request the team manager to present the Player Pass IDs at league games, depends on the officials. Therefore, Player Pass IDs should be kept on hand at all games.

### **11.3.2 Medical Release Forms**

The manager must have each player's signed medical release form on hand at all games. These forms must be made available if a player is injured and must be treated by medical staff.

## **12 Friendly Games**

There could be a cost for friendly games. The only cost is typically the pay for the referees. This cost is accounted for in the budget spreadsheet, if the team plans to play friendly games. The team manager is responsible for scheduling friendly games but it is highly recommended the team manager coordinates

with the head coach for their recommendation on teams to play as the coaches know the skill level of teams they believe is appropriate for the players.

If a friendly game is scheduled to be played on a field that neither team is already paying for the use (practices, etc.), there may be a field rental fee as well. This would need to be accounted for in the budget spreadsheet as miscellaneous costs. It is recommended that friendly games be scheduled to replace that of a practice of either team as it should mean that a field is already paid for and scheduled. This would only require potential pay for the referees. Even then, sometimes a team can get parents that are qualified referees to officiate the game saving that money as well.

## **13 Tournaments**

### **13.1 Costs**

The team manager should coordinate tournament selections with the head coach as they are responsible for the competitive play of the team. This includes the selection of the tournament as well as the competition level (A Bracket, B Bracket, C Bracket, Gold Division, Silver Division, Bronze Division, etc.) of play for the tournaments.

Depending on the age (U12, U13, etc.) and division of play (D1, D2, etc.), the cost of tournaments vary. A typical planning budget of \$700 per tournament is recommended for U14 and below while U14 and above could be costlier. The team manager should sample some upcoming tournaments to gain a better understanding of the potential costs.

### **13.2 Lodging**

Some managers may elect to negotiate a group rate lodging with hotels to keep the team together on away tournaments. However, keep in mind this can be a great time consumer so the team manager should be prepared to spend the time necessary to work with the team to see how many families will be interested in staying with the team and how many will be making their own accommodations due to cost efficiencies (hotel points, etc.). If the team manager is going to negotiate a group rate, the hotel selection and group rate negotiation should be done as soon as possible once the tournament is selected to ensure the best hotel for the price is available.

It is left up to the team manager if they would rather let the team find their own accommodations. This is less stressful on the team manager and allows the team to make the accommodations that best fits their needs (financial, amenities, etc.).

Keep in mind, away tournaments are as much about playing soccer as about building team bonds. For the most part, the players would enjoy the away tournaments better when we they spend time together off the field. So, if the team does not stay at the same lodging, it is recommended the team gather outside of games to spend time together.

## **14 Manager Pay**

While the manager is not a paid position, the Head Manager gets a \$100 discount off the yearly club fee. The assistance coach and assistant manager are not compensated positions.

## 15 Team Officials

Each team is typically allowed four team officials (Head Coach, Assistant Coach, Head Manager and Assistant Manager). Depending on the game officials, only the team officials are allowed on the sideline with the players. That being the case, it is highly recommended that each team assign a team official to as many positions allowed (Head Coach, Assistant Coach, Head Manager and Assistant Manager, etc.) with someone in the event that a certified team official cannot be at a game there are other team accredited personnel that could attend the game to sign game cards, work with officials and be on the sideline with the players as required.

Remember, only team officials are technically allowed to be on the sideline with the players and it is up to the game officials on how tightly they enforce those rules.

## 16 Refunds

If the team has money left over at the conclusion of the Spring season (full 12-month season), it is highly recommended that the remaining funds be evenly distributed among the players that paid full price and were with the team at the conclusion of the Spring season as that constitutes the end of a "complete" soccer season.

If a player leaves the team after the Fall season, they forfeit and remaining funds that may have remained in the team account at the end of the Fall season and the remaining Fall season funds should carry forward to the Spring season to supplement the Spring season costs.

## 17 Helpful Links

### 17.1 General

[River City United Soccer Club \(RCUSC\)](#)

[Alabama Soccer Association \(ASA\)](#)

[GotSoccer](#)

[Jack Allen Recreation Complex](#)

[Merrimack Soccer Complex](#)

[Alabama State League Bylaws and Rules](#)

[ASA Alabama State League](#)

### 17.2 Field Layouts

[Jack Allen Recreation Complex Field Layout](#)

[Spirit of America \(SOA\) Field Layout](#)

[Jack Allen Recreation Complex Field Layout \(Version 2\)](#)

[Point Mallard Field Layout](#)

[Merrimack Soccer Complex Field Layout](#)

[City North/South - Brahan Spring Park](#)

[Mastin Lake Park](#)

[Wilson Morgan Park](#)

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