

# ***Nelson Youth Soccer Association Rep Team Manager's Handbook***

***January 2017***

Thank you for volunteering as a Rep Team Manager and supporting Nelson Rep Soccer. Being a manager of a rep team is an important role and contributes to the success of all our rep teams and the program as a whole. The manager is the liaison between the coach and the parents. Your knowledge and support with the team and the rep program makes the job easier for all. A good team manager becomes a vital source of information for the players, parents and coaches, and can have such a positive effect on the success of the team and enjoyment for all.

This manual will help you understand the duties and responsibilities of being a team manager, but the manager's role goes beyond this. By volunteering to manage a rep team, you have taken a position within the program as a whole and NYSA in general. Communication is critical in the manager's position. You must be available via email, checking it regularly and responding promptly to all requests clearly and concisely. You are the lifeline of the team!

For your information, the BCSA website is extremely useful: [www.bcsoccer.net](http://www.bcsoccer.net) Here you will find a lot of information and valuable links. One link in particular is: Provincial Cup click on *Rules and Regulations Governing Regional Playdowns and Provincial Championships*. Please also refer to our own Nelson Youth Soccer website: [www.nys.ca](http://www.nys.ca). Or contact [rep@nys.ca](mailto:rep@nys.ca).

Once again, thank you very much for taking on this vital role with Nelson Youth Soccer.

## ***2017 Contact Information:***

- Nelson Youth Soccer Assn. Website - [www.nys.ca](http://www.nys.ca)
- NYSA Rep: [rep@nys.ca](mailto:rep@nys.ca)
- NYSA Office/Administration: [admin@nys.ca](mailto:admin@nys.ca); 551-6974
- Rep Committee members:  
Sara Kelly – [sarakelly@shaw.ca](mailto:sarakelly@shaw.ca)  
Trevor Rimmer – [trevor\\_rimmer@shaw.ca](mailto:trevor_rimmer@shaw.ca)
- Executive Director Sveta Tisma, 551-6972 or [nys@nys.ca](mailto:nys@nys.ca); (Referee bookings for exhibition/friendly games, playdown games, field bookings for exhibition/friendly games)
- Concession Manager Eric Galbraith 825-0077 ([nasookin@shaw.ca](mailto:nasookin@shaw.ca))

## **General Responsibilities and Duties**

Managers are responsible for the administrative duties of the team. The manager looks after the organization and communication with parents regarding the team schedule and functions as directed by the coach. The following is a list of duties and important dates:

- Liaison between parents and the coach. The manager organizes parent meetings to keep parents current, emails whenever possible with important information, ensuring parents have received information.
- If directed by coaches at the beginning of the season, managers can arrange a meeting with parents/players and coaches to discuss commitments and expectations. At this meeting, the manager can request parent volunteers to assist with various jobs, i.e. concession schedule, snack duties, etc., or recruit a designated assistant manager to help and share in duties.
- Hand out and collect Medical Release forms, Fair Play Code, Parent/player Expectations. Note: all completed/signed forms should be returned to the manager as soon as possible. Medical forms **must** be complete and ready to go into the manager's binder prior to the first tournament. It is helpful to give parents and guardians deadlines to ensure forms are completed in a timely manner.
- Distribute Practice Kit to players: Green Jersey, Shorts, 2 Pair Socks. Players are able to order extra items throughout the season. Orders are submitted by managers to rep director.
- Collect uniform deposits (\$75.00), and Provincials deposits (\$400.00; *u13-u18 only*) payable to Nelson Youth Soccer by May 1st.
- Create a list of players with jersey numbers, birth date, address, phone number, email addresses, emergency contacts, allergy alerts; note if ID card picture received, uniform deposit received, medical form signed and received, etc. Keep this up to date and keep your sanity!
- Create a team contact list for all members of the team.
- Ensure coach, assistant coach, manager(s), first aid attendant and anyone else directly involved with the team has completed and returned a criminal records check. These will be turned into the Rep Coordinator.
- Work with coach to ensure the team complies with NYSA Policies and BCSA Policies, Rules and Regulations.
- Keep coach's bag stocked as needed/requested throughout the season with first aid supplies, etc.
- Collect uniforms at end of season. If uniforms are still outstanding by **October**, email parents to remind them the \$75 cheque will be cashed if uniform is not returned (see details about uniform deposit below under "Uniform Policy"). Return Rep ID cards and Manager's binder to Rep Coordinator.

### ***NYSA Rep Soccer Season:***

The rep soccer season runs from February to July, breaks for the summer, with the option of attending tournaments into September and October. Indoor soccer practice times vary from year to year, your coach and the rep coordinators will work together for field space and time. Beginning in late April (or sooner depending on the weather) outdoor team practices are always Tuesdays and Thursdays. The rep committee tries to accommodate all coach practice time requests, but appreciates flexibility.

### ***First Parent Meeting:***

An organizational meeting involving coaches, manager and all parents and players can be held if desired to set the direction for the season. The meeting might cover but not be limited to the following:

- Players' commitment to the team
- Expectations of the coaching staff (refer to Expectations handout)
- Fair Play Code (refer to handout)
- Rep and tournament fees, travel costs
- Transportation to/from games and tournaments
- Accommodations
- Reinforce to parents how important it is to **check their email daily and respond quickly** - information given to players will be relayed to parents via email as well
- Food for players - discuss options
- Concession commitment
- Parent/player questions and/or concerns
- Year end party

### ***Parent Volunteers:***

At this meeting, the manager could ask for parent volunteers in the following capacities:

- Assistant or co-manager
- First aid personnel
- If it is an all male coaching/manager staff of a girls' team, a female adult must be on the sidelines at all games/tournaments - ask for a female adult to volunteer
- Half time snack organizer/planner
- Concession scheduler
- Hotel Reservations
- **At games, all parents are expected to help with set up/take down of the team tent, this should never be left to the coaching staff!**

## ***Rep Soccer Fees:***

**Team fees** represent fixed costs associated with attending tournaments. The costs of these fees are equally distributed among team players. **EXAMPLE:** total tournament fees (\$2075) / Number of Players on the team (16) = \$129.70 per player. ALL PLAYERS share team fees whether or not they can attend the tournament. (Red Shirts exempted from this rule).

**Player Costs** are fixed for each player and are not dependent on the number of players per team. This includes a practice jersey, socks and shorts, NYSA rep fee to cover equipment, BCSA insurance fees, field rental, referees, uniforms, coach training, etc. Fees must be paid before children are allowed to play in any game, as the fee includes **BCSA insurance**.

**FYI re: Insurance:** NYSA through its association with BCSA has insurance that covers players injured while playing soccer. It does not cover any other injury that may happen outside a soccer match. Parents should ensure their children have adequate medical insurance when traveling outside BC. For info on policy details, go to [www.nys.ca](http://www.nys.ca).

**Uniform Policy:** A \$75.00 deposit will be collected from each player at the beginning of the season. If game jerseys are returned at the end of the season the cheque will be shredded. If jerseys are not returned by the fall deadline of **October 15** the cheque will be cashed.

Total estimated rep player fee (team fees plus player costs) \$300-\$500 depending on number of tournaments attended. This does not include travel, meals or accommodations costs. Rep fees are now paid directly through the NYSA office or website. Managers are no longer required to collect fees.

- All players on the team must have paid their fees in full before the player will be registered with the team and with BCSA
- Full fees will still apply to any player registering late
- **REFUND POLICY:** Partial refunds will be available only in cases of season-ending injury, on the following basis:
  - ★ Prior to May 15th or date of first tournament, whichever is earlier - 75%
  - ★ Prior to May 31st or date of second tournament, whichever is earlier - 25%
  - ★ No refunds after May 31st or date of second tournament, whichever is earlier.

## ***Rep ID Cards:***

Every player, coach and manager must have a rep ID card. This also includes first aid personnel or anyone else on the sidelines during a competition. There is a maximum of four staff allowed on the sidelines during a competition. The rep coordinator prepares cards for all players - they must be done prior to the season start and are required for every game and tournament. They will have assigned player numbers provided by the NYSA rep administrator. The manager will collect a 1" x 1" photo of each player (save receipt to get reimbursed), coach and manager to affix to the rep card. The cards must NOT be laminated, card holders are located in all manager binders.

### ***Tournaments:***

- Managers are responsible for registering teams for tournaments. Information for each tournament can be found on tournament websites. Be aware of registration cut off dates, which are generally at least one month in advance of the tournament.
- Managers check in the team (usually the night before the first game) at Tournament Headquarters Check in Tent.
- At every game, the manager will complete a roster (found at the Tournament info table/tent). This must be completed at least 1 hour prior to game time. Information on the rep cards goes on the roster: include team manager(s) and coaching staff.
- Complete other forms and paperwork as required. Some tournaments request rosters upon tournament registration, but roster changes are allowed up until to game time. See individual tournament rules for more details.
- Organize and/or prepare half time snacks for team at games and tournaments if this is something coaching staff requests. Managers can recruit parents for assistance with this task.
- Prior to out of town games and tournaments: confirm game times and field location, and provide each family with copies of maps and/or clear directions to the fields.
- Request parent volunteers to transport team benches and tents to tournaments
- At US tournaments: the manager will be given "travel papers" by the executive Director or rep coordinator prior to travel. These travel papers must be given to the tournament directors at tournament check-in; place in your binder for safekeeping. Spokane and Coeur d'Alene check-in times are usually the night before, but if they are not, check-in is at least one hour prior to your first game. These tournament directors will also need to see the rep ID cards and medical forms. Take the entire binder to check-in.

### ***Playdown Games (U13-U18):***

- Playdowns are games played to qualify for Provincials and are held in June. Only one team in each age division participates from each region (we are the Kootenay Region). Each district in the Kootenay Region that has a rep program participates in playdowns. For example, if there are U14 girls' teams in Kootenay South, Cranbrook, Invermere and Nelson, all four teams would compete in playdowns - the winning team would then go on to compete at Provincials in July. The Rep Coordinator is the contact person for any questions regarding playdowns.

### ***Provincials in July (U13-U18):***

- **Team Roster for Provincial Cup forms** completed and submitted to rep coordinator by **May 25<sup>th</sup>**. This form contains all players who will participate in the Provincial Cup B competition, in early July should the team qualify.
- \$400.00 deposit cheques for all players going to Provincials are collected at the beginning of the season. If a player drops out of provincials, their \$400.00 cheque will be cashed by NYSA. **A hand written letter can be provided at the beginning of season (May 1st) requesting absence from Provincials.**
- There are occasions where a player cannot attend Provincials because of injury. A season ending injury must be accompanied by a doctor's note. In this case, a team can "pick up" players if they have less than 15 players after absences are taken into

account, and can only bring their team numbers up to 15 players (BCSA Rules). **Player Pick Up Request forms** will be distributed to managers for this purpose, if required. Pick up forms must be submitted to BCSA offices at least **14 days** prior to Provincial Cup play, or by **June 21**. For this to happen, pick up forms must be submitted to the rep administrator by **June 20**. A signed letter from the parents/guardians explaining why the player will be absent must accompany the form. Do not assume players can be replaced - BCSA will approve or turn down submitted forms. A picked up player must be the same age or younger than the replaced player and be registered to play in that team's district. For full details, see BC Soccer Rules and Regulations: <https://www.bcsoccer.net/provincial-cup>

## ***At Competitions:***

### **Nutrition**

The coach and manager can decide or discuss in a parents' meeting the issue of half time snacks or post game snacks during tournaments. Parents should take turns bringing a team cooler to keep drinks on ice during the game. Extra water is also essential to have on hand. It's VERY IMPORTANT for all kids to bring a full water bottle to each game, and to have their own water bottle. The team does not need a bunch of sick players because a water bottle was shared! A water spray bottle is nice if it's hot weather. Cold facecloths kept in the cooler are also good on hot days. If the manager chooses to collect money and prepare snacks, a bucket with lid, cutting board, bags and knife are necessary to keep in your vehicle. Managers can also ask for parent volunteers to help out with this.

### **Injured Players**

Injured players who require taping as a routine preventative or injury based need will be responsible for supplying their own tape - they will be expected to come to practices and games already taped. Managers could also decide to collect money from parents for an extra tape fund for unexpected injuries that occur.

### **Equipment**

1. The coach's bag contains the following (kept by the coach):

- first aid kit
- injury wrap and tape
- ice packs
- pinnies
- cones
- erasable playboard, magnet board, and black marker
- and a separate bag of soccer balls

Familiarize yourself with all the contents and ensure you have adequate supplies for each competition. If you are running low on anything, please contact the Rep Coordinator who will set up regular times for managers to pick up supplies at the Fieldhouse - these dates/times are usually just prior to any competitions and always coincide with regular rep practices. They will let you know via email.

2. The manager should also have a large plastic tote to keep on the sidelines at competitions. The contents should contain the following:

- **binder** with ID cards, medical forms, tournament and field info, travel forms, etc. (**this is extremely important to have at EVERY GAME**)
- towels and a blanket
- tarp (spread out on wet ground under the tent or over sports bags in case of rain)
- box of tissue and paper towels
- felt pen, regular pen
- scissors
- plastic bags (for cleaning up garbage after a game) and Ziploc bags (for hotel ice - stays colder longer than ice packs)
- feminine hygiene products for the girls' teams

### ***Travel:***

Fixed costs for travel generally include hotel - this varies depending on the individual hotel room rates. Other costs are more dependent on the expectation of individual players and/or their families, i.e.: vehicle gas, meals and spending money. These costs are the responsibility of the player and distributed evenly over the season with each tournament. They are not required in the pre-season fee.

### **Accommodation**

It is beneficial when staying out of town that the team stays at the same facility, but when this is not possible, the manager should obtain phone/cell numbers for any players not staying at the same place. This is important in the event of tournament schedule changes. The manager (or specific accommodation coordinator) takes care of hotel block bookings at tournaments. They send out deadlines for each tournament and info on the blocks of rooms that have been booked and where. The manager's job is to relay this information to the parents, including the reservation deadlines. Parents will call hotels and book rooms with their own credit card. The **deadlines given are REAL** and the hotels will give up rooms not booked by deadlines. Make sure your parents are clear on this point - a reminder may be needed close to release of room blocks. If families prefer to camp or stay in a different hotel, they are responsible for making their own arrangements and informing the coach/manager of their plans. The coach/manager also need to be informed of room assignments - what players are in room together with what parents.

### **Travel to the USA**

Each child under 16 must have two pieces of ID, one being photo ID (student cards are accepted). Players over 16 travelling to the USA **must** have a passport. If the player is travelling with someone other than his/her parent, they must have a letter from all guardians giving permission for travel (i.e., if parents are separated/divorced, there has to be a letter from both parents). If a player is traveling with one parent only, they need a letter from the other parent permitting this, whether the parents are married or not. There should also be a contact phone number in case Customs officials are randomly calling to check validity of travel (this does happen). Please refer to sample letters available at the Canadian Border Services website

## ***The Concession:***

The NYSA Rep Program operates the Field House Concession every weekend and for all other user groups in the city. Funds raised in 2016 were approximately \$8,000 and were used to offset and enhance equipment purchase and replacement, and keep rep fees low. Every weekend is assigned to a different rep team. Each team usually gets two weekends out of the season; sometimes more depending on the demand. The Concession Manager will contact team managers with the weekend(s) their team is responsible for volunteering. The manager will then assign parents to shifts in the concession for their weekend. This is another area where it's nice to have an assistant or co-manager. Assign each family a shift and let them know. Email each family a schedule so they know when everyone else is scheduled. If they have a conflict they are advised to contact another family, arrange a trade and let the team manager know of the change. The manager and the Concession Organizer are **NOT** responsible for making the changes.

## ***Nelson TWT Tournament & Jamboree***

For the Nelson Tournament in May, shifts in the concession are required for every team. The Concession Manager will be organizing the "master" schedule and call with your team's times to fill. This won't happen until the tournament schedule is made up so you won't be working at the concession when your team is playing. Teams are also required to staff the concession for special events such as provincials.

## ***Fundraising:***

There is no organized fundraiser for the NYS Rep Program in general. If individual teams want to take this on please refer to the fundraising guidelines in you binder.

## ***End of Season:***

Uniforms need to be returned to the rep equipment manager by the end of the season. One suggestion to make it easier is to **collect uniforms at the last game of the team's last tournament** - ask players to bring a change of clothes to the last game. It does mean the manager has to launder them, but it's easier than chasing down uniforms later. All Rep ID cards and binders are to be handed in at this time as well. The NYS Equipment Manager will be in touch with managers and coaches to set up times when the equipment room is open and equipment can be dropped off.



## ***U13-U18 Tournament Dates:***

### **SPRING:**

- Surrey Mayors Cup Mar 10-12
- Okanagan Ice Breaker Apr 14-16
- Coeur D'Alene Hot Shot, Idaho May 12-14
- Kamloops Slurpee Cup May 20-22
- Nelson TWT May 26-28
- Kalispell, Montana June 3-4
- Cranbrook Sam Steele June 16-18
- Kelowna Canada Day June 30- July 3

### **PROVINCIALS U13-U18:**

- Provincial Playdowns (\*TBA- mid June)
- PROVINCIAL B Cups - July 6-9 2017
- Boys U13-U18 Vernon (NOYSA)
- Girls U13-U18 South Surrey (Coastal FC)

### **SUMMER:**

- Summer Heat, West Kelowna Aug 5-7
- Peach City Classic Penticton Aug 11-13
- Twin Anchors Shuswap Aug 25-27

### **FALL:**

- Sandpoint Pend Oreille Sept 9-11
- Revelstoke Little Bear Sept 9-11
- Castlegar Eye of the Storm Sept 15-17

\*Partial list; see NYS website for full listings and updates

\*\*PLEASE MAKE NOTE OF REGISTRATION CUT OFF DATES LISTED ON TOURNAMENT WEBSITES

***U11/U12 Development teams will be notified of Development Tournament/Jamboree Dates at the beginning of the Season.***