



Sporting Lee's Summit

Team Manager Resource Guide

2016/2017

Communicate team objectives / plans for the coming year

Timing: May / June

- Meet with head coach to determine team plans for the coming season. This is important to handle right away in order for team objectives and fees to be properly communicated to potential team members during try outs as well as to returning team members. Things to discuss include, but not limited to, the following:
 - What Heartland League Division will the team compete in?
 - How many tournaments will the team play each season?
 - Will tournaments be played in MO, KS or other state?
 - Will the team participate in an indoor league and if so which one?
 - Will the team take part in Sports Performance training (BOOST)?
 - Will the team utilize indoor practice space?
 - Will the team participate in State Cup?
- Identify potential tournaments for the coming season (Fall)
 - <http://heartlandsoccer.net/>
 - <http://www.challengersports.com/tournaments.aspx>
 - <http://gsisports.com/>
 - <https://home.gotsoccer.com/events.aspx>
 - Also see “Fall 2016 Tournaments Sample” document.

<https://docs.google.com/document/d/1qvM7dq7Avin9sICUgPP3WUKXDjjqm95iQvIXD1HatYk/edit?usp=sharing>
 - **TIP:** Be sure to have a system for tracking the tournaments you have chosen and notate the sign-up deadline for each.
 - You can also google tournaments for different locations by searching by clubs in that region. For high school aged teams you will want to identify College Showcase tournaments.
- Build a team budget (see Sample Budget Document)
<https://docs.google.com/spreadsheets/d/1jXXE0kmOSj2LqfRH7er8rBHa1hi8AJ9wLXiuHplNrx8/edit?usp=sharing>

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- Build a budget by season or by year
 - MGR NOTE: I choose to build an annual budget. When members commit to a team it is for the coming Fall and Spring season. To enforce that philosophy we will have all fees collected by November of the fall season and will collect nothing further until the following summer. Any overage can be refunded or credited to players for the next year.
- Things to consider as a part of your team budget:
 - Purchasing extra uniform(s) for your team to be used by guest players.
 - League (Fall, Winter & Spring) registration fees
 - Tournament fees
 - Travel permits for tournaments and league outside of your registered state
 - Sports Performance Training Fees (BOOST Sessions available through SLS – \$100 per session) / Keeper Training for team keepers
 - Indoor Practice Field Rental (Z Sports; SLS Sports Performance Lab)
 - Carding Fees for Coaches / Managers
 - Card lamination, other office needs.

Registration Paperwork (June)

- Heartland League online registration must be completed by **Noon on July 1, 2016**. *Do not miss this deadline!* <http://registration.heartlandsoccer.net/> Click on SLS Premier Member Club link to register.
 - When you register you will need to have a good idea of the tournaments you will play as you will be required to enter days requested off from league play. Heartland will allow you to list up to 6 conflict dates (3 weekends) per season.

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- Heartland Soccer Office is located at 9161 W. 135th St., Overland Park, KS 66213

Soccer fees for Fall 2016/Spring 2017 (please check their website as fees are subject to change) and are payable by each individual team at the time of registration:

7v7 (U09–U10) \$795.00 9v9 (U11–U12) \$895.00 11v11 (U13–U19) \$995.00

- Official team roster must be supplied to Heartland – the Sporting LS Registrar will provide the roster on behalf of each team to Heartland.
- Carding will be done through Sporting Lee’s Summit Registrar (competitive_admin@sportingls.org)

Coach Background Check

- All coaches (includes any assistant coach) that are listed on the roster must have the US Soccer “F” License and current background check through GotSoccer (MYSA or KSYSA)

Carding

New teams (**Academy** and **Competitive**) — USYSA Waiver and copy of birth certificate for each player in addition to emailed JPEG photo submitted to registrar.

- [USYSA Medical and Liability Release Form](#)
- [Sporting LS Player Registration Form](#) (Form does not need to be submitted to registrar. We suggest collecting for team management purposes.)

Payment of all club fees and carding fees for the team should be included in team packet with required documents. (**Competitive** Teams).

Team’s fees are: Carding fee of \$20.00 per card for coaches and club fee/carding fee totaling \$102.00 per player.

Competitive Team Player and Coach Registration and fees are managed by each individual Competitive Team.

Academy Team Player carding and club fees are to be paid directly to Sporting Lee’s Summit:

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- <http://www.sportingls.org/online-payments-academy/>

RETURNING Teams

Returning teams – Notify the registrar (competitive_admin@sportingls.org) of any players dropping from the team for 2016–2017. All new players need to submit a signed USYSA Medical and Liability Release Form and a copy of birth certificate in order to be added to the team. (**Academy** and **Competitive** Teams)

Please direct all Player, Coach or Manager Carding/Individual Registration/Player Pass questions to the club registrar competitive_admin@sportingls.org

For Fall 2016 team carding, all Player Registration documents and fees for the team should be delivered in a team packet **NO LATER THAN JULY 8, 2016** to the following address and placed in the drop box (inside the UPS Store):

Sporting Lee's Summit Competitive Registrar
705B Melody Lane Box 303
Lee's Summit, MO 64063

DUAL ROSTER PLAYERS / SECONDARY CARD

If a player will card with more than one team, the secondary team will need to submit a dual roster form and pay the \$10 fee to the club. This fee should be collected by the secondary team and the team should remit to the club. For KSYSA carded teams, here is a link to the form:

<https://drive.google.com/file/d/0B9Ac9Ve2WXbwanEtWXdmMkkydEU/view?usp=sharing>

MANAGER TIP: Keep a notebook of all player documents – registration form, Medical Liability Waivers, Birth Certificates. I put each player's documents in a clear plastic sleeve. I also keep multiple copies of the team roster in a sleeve to have ready for tournaments. Before filing medical liability waivers, make an extra copy to have on hand for tournament check in's. Also consider keeping an electronic copy of everything. I maintain an electronic team folder that contains all registration documents for easy access.

UNIFORMS

Communicate with parents about Sporting LS uniform kits and oversee the team's uniform orders. Upload the team roster into <https://myuniform.soccermaster.com/myuniform> (club registrar will provide managers access for their respective team). Parents can order and pay for their players' uniforms online. Be sure to communicate with your parents about what items your team is requiring and which items are optional.

CHECKING ACCOUNT / TEAM FINANCES

- Set up a team bank account (or take over management of existing team account for returning teams). Accounts should include Head Coach and Team manager with signing authority, at a minimum. Some teams set up a free Paypal account tied to the team bank account. Parents can be invoiced and make payment directly to the team bank account. To set up a new team account contact Patty LaMarr at Commerce Bank: Patricia.LaMarr@commercebank.com; 816-234-7395.
- Be sure to reconcile the team checking account regularly and utilize a system that works well for you to track the team's income and expenses and balances owed by each player.

TEAM MANAGEMENT / COMMUNICATION

- For ease of communication, consider using a site such as Team Snap. Team Snap offers a free site that will manage a roster of up to 30, team schedule and email communications. I prefer to utilize the "Basic" package which is \$7.99 per month or \$59.99 per year. This option allows additional features - automated email reminders for upcoming games; Messages; Availability tracker for games, payment tracking, File and picture storage. I find this to be a great way to keep families informed of their current balance with the team, upload documents that need to be filled out on behalf of players and to manage the team schedule. ALL team communication runs through this site via message board posts, email and text updates.
- To compare Team Snap plans visit: <https://www.teamsnap.com/teams/plans-and-pricing>

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- I have also utilized Shutterfly Share sites (Free) for team communication. I prefer the features of Team Snap, however Shutterfly does provide excellent photo sharing and has the team calendar, roster, email reminders, etc. and works well.

WINTER INDOOR

- There are several options available for Winter Leagues. Work together with your coach to determine what will be the best fit for your team. Leagues are offered at Z Sports through SLS, KC Sports lodge, All-American on the KS side and there are Futsal leagues as well. Be sure to have these discussions early, registrations for most indoor leagues will come due in September.

SPORTS PERFORMANCE

- If your team will do sports performance training (BOOST), contact the club for information on getting that scheduled and paid for.

TOURNAMENTS

- Be prepared to register your team for tournaments and to check the team in for each tournament. Be aware of registration deadlines as to not miss out.
- If your team is playing a tournament which is located in a state other than the one your team is carded through, be sure to obtain travel permission. This can be done via <http://www.thetournamentcenter.com/>. Travel permission costs \$15. Guest player paperwork can also be managed through this site.
- Be sure to review the rules for each tournament – many things are consistent between tournaments, however, some may have different rules. For example, if you have a secondary carded player and that player's primary team is also playing the same tournament, they may not be allowed to play for both teams in the same age group.
- Be sure to find out when tournament check in is and what the required documents are.

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- If you are traveling for a tournament, be sure to check if it is a “stay and play” tournament. If it is then your team will be required to choose from specified hotels. The team manager would coordinate a block of rooms and communicate with the families on how to book.

Read and understand the League Rules, Roster Restrictions and Policies of the leagues and events that your team will participate in.

Communicate with families the expectations of the coach for event participation.

Review information from Sporting LS communications and forward as requested to the families on your teams.

For an electronic version of this manual:

<https://drive.google.com/file/d/0B9Ac9Ve2WXbwTWx3eGFackp0Rnc/view?usp=sharing>