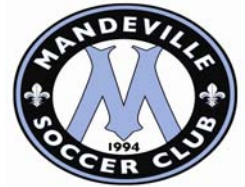


MANDEVILLE SOCCER CLUB

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PREMIER MANAGER GUIDELINES

Congratulations and thank you for accepting the responsibilities of a Premier Team Manager. The time commitment, organizational skills and communication skills that you will be demonstrating are a vital part of our premier program and we greatly appreciate your volunteering. Having access to an e-mail service/fax machine is a helpful tool but not required.

Team Managers are a critical element of success of the individual teams and serve as an extension of the management structure of the Board of Directors. Please remember that you are serving at the discretion of the MSC Board of Directors and the Coaching Director at all times. It shall be the responsibility of Team Managers to manage volunteer parents from their respective teams and to see that the following duties are performed:

1. Establish communications to disseminate and screen information that is factual and obtained only from the source and not from someone else, hearsay or rumored. This should be coordinated through your Coach, Coaching Director and Premier Commissioner.
2. Manage and have available all team and individual player documents to include player passes, medical consents, image releases, birth certificates, official rosters, travel permits, and guest player information at all tournament, friendly and league games.
3. Secure, as needed, all travel arrangements for out-of-town games. This must be coordinated with your coach (Travel Notice form enclosed).
4. File all team news articles and pictures with local newspapers and MSC office/Premier Commissioner (Publicity forms enclosed).
5. Complete, maintain and file as needed with LSA all team game reports, referee reports, statistics and incident reports after all league games and tournaments and provide a copy to MSC office and LSA as needed (forms enclosed).
6. Assist with club fundraising activities whenever necessary.
7. Communicate individual team schedules and needs to the players and MSC office/Premier Commissioner. Weekly handouts/e-mails are very useful.
8. Arrange friendly games for team through contact with other Team Managers or similar age group teams in other clubs. This schedule must be coordinated with your Coach and approved by the Coaching Director.
9. Act as communicator and liaison between coach, parents, and the club being a positive influence at all times.
10. Adheres to the By-Laws, Membership Guide and the spirit of said By-Laws and membership, of both MSC and LSA.

PREMIER LEAGUE RULES

The LSA Premier League Rules can be found at the LSA website under the Premier/ Handouts/ Rules, Referee Pay, Dates section. The rules are available at the website below and are updated yearly in August/September or as needed by LSA.

<http://etteamz.active.com/lsapl/handouts/index.cfm?cat=47670>

These rules, in conjunction with the LSA By-Laws which can also be found at the LSA website, define all of the rules and guidelines for the premier program. Premier Managers should familiarize themselves with these rules.

TEAM ORGANIZATION

Just because you are the Team Manager, doesn't mean you have to do everything. Get the parents of your players together for an organizational meeting. Here you can help them understand how things will work for the season. Solicit their help at this time. Try to find someone to handle the finances, equipment (tent), social, hotel reservations, scheduling, etc. You can do it all, but you don't have to.

Let everyone know to check emails close to game day/time in case things change. You will quickly learn who does and doesn't check e-mail.

Get all of the phone numbers (including cell phones) and email addresses for players and parents. Distribute this information to everyone. Everyone will benefit from having this information, especially when traveling out of town. Send updates as they become available, especially if a new player joins the team. Set up a group email/text messaging system for your parents and players.

FINANCES

It will be beneficial to you and the team to open a separate checking account for the team. You should try and find a Team Bookkeeper to take over the finances. The volunteer Team Bookkeeper does not have to be a CPA, but someone that has Quicken or some other financial program would be a great benefit. Make up a budget in both the fall and spring to determine your team fees. You should include, coaches' travel expenses, tournament fees, referee fees for away "friendly games", team equipment (tent or flag), team parties, and coach's gifts. **Please provide a statement to your team at the end of the fall season and at the end of the spring season and as often as you deem necessary.**

At the end of the year there are several ways you can handle the remaining team funds: 1) you can reimburse the remaining funds to all players, or 2) once the next year's team is selected, reimburse only the players that will not be returning the following year and have the balance as a starting amount to register for early tournaments.

OFFICIAL TEAM ROSTER

This is a copy of the official roster provided to you by the MSC Club Registrar. The Coach/Manager and Registrar must sign this roster after being approved by the Team Manager for accuracy. It is a good idea to have several copies on hand at all times.

MEDICAL CONSENT FORMS

The Medical Consent Form must be completed by the parent/guardian of each player and notarized. Players cannot participate without this completed and notarized form. Alphabetize and protect individually in plastic sleeves. You will need to present these when you register at most tournaments along with the player passes below. Do not laminate since the raised notary seal will not be valid. (Medical Consent form attached)

IMAGE RELEASE FORM

The Image Release Form is on the BACK of the Medical Consent Form. The Image Release Form MUST be completed by the parent/guardian of each player. The completed form is a requirement of LSA. Players cannot participate without this completed form. (Image Release form attached – on back of Medical Consent form)

PLAYER PASSES

You will receive printed Player Passes from the MSC Club Registrar after your roster has been approved for accuracy. Each player must sign the back of the pass and furnish a picture to the manager to be glued or taped in the picture location. Alternatively, bring a digital camera out to practice and take all the pictures at once and print them out yourself. These passes must be laminated. It is suggested to punch a hole in the corner and attach to a metal ring in alphabetical order. Any team personnel listed on the official roster such as Coach, Coaching Director, and the Team Manager will need a pass. You will not be allowed on the players' side of the field without a pass.

BIRTH CERTIFICATES

The manager is responsible for the accuracy of birth dates. Please maintain a copy of each player's Birth Certificate in case a question of age arises from an opposing team. Please provide the office with a copy of each birth certificate. It is suggested to alphabetize and include in the plastic sleeve with each player's Medical Consent Form/Image Release Form.

TRAVEL PERMIT

If a tournament or game is scheduled out of the State of Louisiana, a Travel Permit must be submitted to the state association. Contact the MSC Club Registrar for this form or print it off the LSA website. It should be completed and submitted to LSA along with a roster and hosting agreement. The state will fax the approved form directly to you. This must be kept with your other paperwork. Please feel free to use the MSC fax for sending and receiving information. Any received faxes will be placed promptly in the Team Manager folder at the MSC office.

GUEST PLAYER PERMIT

A guest player is a USYSA registered player on the roster of an affiliated USYSA team who is invited to participate as a temporary member of another team. Guest players are usually requested to fill vacancies on a particular team because of injury or players unable to attend a particular event. Each tournament will state its own rules pertaining to guest players. Allow time when applying for forms to be processed by the state. Forms are available from the MSC Club Registrar. Read directions carefully to find out when and where a guest player may be used. Guest players must be cleared with your Coach and the Coaching Director.

PLAYER CONTRACTS

These are mailed to each player with his or her written invitation to play on the team. After the player and parents have signed the contract; the original will be kept in the team folder at the office.

TRANSFER/RELEASE FORM

This form is necessary for new players that are added to the roster who are currently registered with a soccer association, whether in Louisiana or another state, recreational, division 1 or premier. A team may accept only three transfers per soccer year. This form is also used by an MSC player who wishes to be released from his or her team to play on another team or elects not to play soccer for the remainder of the soccer year. The MSC Coaching Director is the only authorized person to sign the transfer/release form in the event of a transfer/release player request.

SECONDARY INSURANCE FORM

When players are registered with LSA through Mandeville Soccer Club, they are covered by a secondary insurance policy. Claim forms and detailed instructions are available through the MSC office.

EXPENSE REIMBURSEMENT FORM

Coaches/Coaching Directors are reimbursed for mileage at the current standard federal mileage rate for "away" games that are **more than 50 miles from the MSC office**. Providing coaches with rides to these games goes a long way in saving the team money. Have your coach keep record of his/her mileage or you may prefer to keep it. When guaranteeing your hotel room with your credit card, you will also need to guarantee and pay for the coaches/coaching directors room. The coach/coaching director also receives \$25 per game day in cash for meals for tournaments. Remember, these fees are collected from the team and paid to the coach/coaching director directly. These fees are not calculated into your monthly premier dues. (MSC Expense Reimbursement Form attached)

PLAYER DUES

The soccer year is from August through July. Dues are reviewed and calculated each year by the MSC Board of Directors. The player dues are paid directly to MSC on a payment schedule set by MSC. There are strict consequences for a player that is delinquent in paying.

COACHES SALARIES

Each premier Coach is paid a monthly salary based on his/her coaching license and experience. This is a confidential matter between the MSC Board of Directors and the individual Coach.

SCHEDULING

The Team Manager is responsible for scheduling games and tournaments as directed by the coach for his/her team. You will be allotted certain field assignments for home games and practices through the MSC office. Contact the MSC office with your game schedule and game changes so that referees can be notified and fields released or reserved. Referees that show up for cancelled games because they were not notified in time still receive normal game compensation. Field reservations for Pelican Park must be received

at the MSC office by noon the Monday prior to the weekend. It is recommended you book fields well in advance.

League games – The State tournament is seeded based on the standing of the teams during league play. The teams in your age group will play against each other. Due to number of teams, the younger age groups may be broken into more than 1 bracket. There is an Age Group Director at the state level that coordinates the schedule for the League games. The schedule will include information for the weekend of the game. It is then up to you as the Team Manager to contact the Team Manager of the opposing team and schedule an exact time and location.

TOURNAMENTS

Once tournaments have been selected for application, hotel reservations need to be made. A list of local hotels is usually provided by the tournament. Other Team Managers are a great source of hotel information. Each individual team makes their own hotel reservations. If more than one Premier Team is attending the tournament, group reservations are recommended. This sometimes results in complimentary rooms for the coaches. It is a good idea to confer with your parents as to an acceptable price range.

The Team Manager may contact the hotel in which the team is interested and request rooms for each family on the team, plus one for the coach. It is a good idea to reserve both Friday and Saturday nights. Most hotels will hold rooms for a specified period of time. They will require a credit card to guarantee the room. This can be handled in one of two ways: the Team Manager may require credit card information from each family on the team or individual families can be responsible for guaranteeing their own rooms that the manager has reserved for them.

The teams schedule for the tournament is usually posted the week of the tournament along with maps and special instructions. Standard tournament rules that may be of interest to the team's coach will also be posted.

Typically, the Team Manager will have to "check the team in" either on the Friday evening or up to 2 hours before the first game. This may occur either at the host hotel of the tournament, or at the fields. **It is important to understand the instructions for check in, time and place, which is usually posted on the website or sent by mail to the manager.** It is mandatory to keep a binder with all required information and paperwork. The Team Manager will be informed of any schedule or field changes at that time. It is a good idea to know the player's hotel room numbers or contact telephone number if they are staying elsewhere, in case the Team Manager needs to notify them of any schedule changes.

GAME TIMES

The Referees are required to verify the player passes prior to the start of each game. Often times they will request a roster as well. Make sure the player passes are returned to you at the end of each game.

FEES

Tournament fees and coaching travel expenses are the responsibility of each team. The manager and/or appointed Team Bookkeeper will decide what each family owes for individual team expenses. The Team Manager and/or Team Bookkeeper will need to open

a team account at a local bank that offers free checking to non-profit organizations. Please be informed, this information must be open for inspection.

The club pays referee fees for all home friendly games directly to the referee via a "referee pay slip" (sample enclosed). If your team is playing an 'away' friendly game and the home team asks for half of the referee pay, it is your team's responsibility to cover that cost. However, if that team visits your home location, it is advisable to collect half of the referee cost and deposit it in your teams account so that your team will recover any cost from previous or future away friendly games.

Both teams are responsible to **pay half** of the referee cost for an Official League Game. This expense must be **paid in cash** directly to the referee before the game begins. Reimbursement for official league game referee expenses can be obtained by simply submitting a referee reimbursement form to the MSC office for payment (Official League Game Referee Form enclosed).

ETHICS RULES

The ethic rules that are to be followed by all Coaches, Team Managers, Coaching Directors, etc. are shown at the LSA website below and are also attached.

[http://etteamz.active.com/lsapl/files/ethicsrules51203\(final\).doc](http://etteamz.active.com/lsapl/files/ethicsrules51203(final).doc)

COMMUNICATION

Team Managers - PLEASE communicate the following to your parents. The coaches and managers should be able to field a majority of the questions, issues and problems. Parents or players should go to the coach if the issue concerns player development, and to the manager for other issues. If questions or issues are unresolved at that point, then the question or concern should be forwarded to the Boys or Girls Coaching Director. If still unresolved, the Director of Coaching and/or the Premier Commissioner should be involved. Many administrative and procedural questions can be directed to the Club Administrator.

MID YEAR PLAYER EVALUATIONS

While the coaches give constant feedback to the players during the year, there is a more formal player evaluation done mid-year. This is a session that involves the coach, player, and the player's parents/guardians. This will either be done between seasons or early in the spring season. The coach may ask the manager to schedule these sessions, but the manager will not attend.

OTHER THINGS TO KNOW ABOUT PREMIER SOCCER

Louisiana Soccer Association

There is significant amount of information about the Louisiana Premier Program, Rules, Schedules, Standings, etc. located at the LSA website which is

www.lsa-soccer.org

SUBREGIONAL PLAY

Louisiana Teams U-13 and older age groups that place 1st or 2nd in the State Tournament qualify to play in the Sub Region III South Premier League in the Fall of the following year (if either of these teams opt not to play, then the 3rd and 4th place teams may qualify). These teams will play against the best teams in Mississippi, Alabama, Tennessee and

Arkansas with the winner of each age group qualifying for the Regionals (see below) the next summer. League play is in September and October for these teams. Though they will not play in the Louisiana Premier League, they will be seeded at the top of their age group for State Cup. More information can be found at the Sub Region III website either through the LSA website or directly at the address below:

<http://hotstat.com/league.cfm?id=1020>

Teams with less than 4 Louisiana Premier League teams are required to play Louisiana Premier League in addition to RPL games.

REGIONAL TOURNAMENT

U-14 through U-19 teams that place 1st in Sub Regional play or 1st in the Louisiana State tournament qualify for the Regional Tournament where they will play against the best teams in the South including North and South Texas, Tennessee, Arkansas, Louisiana, Mississippi, Florida, Alabama, Georgia, North Carolina and South Carolina. This tournament occurs in the summer following the LSA State Tournament.

OLYMPIC DEVELOPMENT PROGRAM (ODP)

The information describes the Purpose of ODP as stated on the Region III ODP website:

The US Youth Soccer Olympic Development Program was formed in 1977 to identify a pool of players in each age group from which a National Team will be selected for international competition; to provide high-level training to benefit and enhance the development of players at all levels; and, through the use of carefully selected and licensed coaches, develop a mechanism for the exchange of ideas and curriculum to improve all levels of coaching.

This starts by getting involved in the ODP program at the Louisiana State level. This program is for individual players, not teams. Players need to have their Coach or Coaching Director recommend them to qualify. Registration information can be found at the LSA website. This typically occurs in the latter portion of the Fall season, with tryouts in the Spring Season and additional training and camps during the summer. Players can, and are encouraged to be involved in both the Premier program and the ODP program.

OPEN DOOR POLICY

Mandeville Soccer Club would like to thank you for the incredible task that you are taking on. If ever you encounter a question, problem or complaint from any premier family, Coach or player on the team that requires further guidance, please feel free to contact the Premier Commissioner, Boys or Girls Coaching Directors, or the MSC office. MSC is here to help you and your team succeed.

