



KINGDOM PREMIER SOCCER 5/18/2011

MANAGER RESPONSIBILITIES

Team managers are an integral part of Kingdom Premier and help the club and teams function more effectively. It is the manager's job to communicate between the coach, players, and the Premier administration. The managers are expected to oversee the several parent volunteers that are needed.

Duties include:

- Complete administrative duties, such as obtaining registration forms, birth certificates, and pictures from the players, sending in state cup, MRL, and tournament paperwork on time.
- Coordinate and team volunteers. Follow up to make sure all players have ordered uniforms online.
- Establish team finances and team budget. Set up a team checking account at PNC Bank. **Contact Kari Brown at 269-385-2620** to do this. Tell her you are a new manager with Kingdom Premier and she will help you set this up. Manager should control checkbook and write checks. Statements should be mailed to you. Kingdom office oversees the accounts and can view them online.
- Coordinate hotel and travel arrangements for tournaments and games.
- Arrange state cup field rental and referees for preliminary games
- Provide a team roster with names, addresses, phone # and parent's names to all players via email.
- Collect and hold the player passes for each player. Include an identification card attached to the ring in case passes are lost!
- Create a calling tree and e-mail list for team communications.
- Act as a conduit between the team, coach and Club Administrator. Do not add to team drama!!
- Receive uniforms and distribute to the players (when needed, most kits will be mailed to player)
- Email practice and game schedules, and distribute any other communications as may be necessary during the season per the coach's request.
- Plan end of the season party for the team if applicable.
- Collect and keep at every game and practice the notarized Medical Release Forms.
- Distribute Coaching Evaluation form for parents and Player Assessment to Coaches.
- Assist the team Coaches in any way needed to assure the smooth operation of the team and an enjoyable soccer experience for the players and parents.
- Have required adults/parents complete the Parent/Adult Consent Form
- Managers are considered "paid" due to the fact that they receive \$200 off of the club fees per season: therefore are expected to follow the rules and guidelines set down by Kingdom administration. Team Managers will be removed if Kingdom management deems necessary.

At the TEAM MEETING

1. Speak with coach to determine practice schedule
2. Prepare a team budget, team roster and practice schedule with coach input.
3. Print calendars from MSYSA to obtain state cup and ODP dates
4. Obtain all required/missing paperwork from players. Turn into KIC office at meeting.
5. Decide if the team needs early passcards. Fill out form and leave check for \$50.

Paperwork Required:

U13-U18 teams – MSPSP form and picture from players, picture from coach and manager
Player & Parent Code of Conduct, Premier Credit Card Waiver, and medical release (must have notarized)

Suggested: Get team volunteers for:

1. Coordinating tournaments and hotel arrangements
2. First aid kit – keeping it stocked
3. Tent – if team decides they want one at games
4. Scorekeeper – need someone at every home game to keep stats and do score sheet. They need to also be responsible for calling scoreline and faxing in score sheet.

SCHEDULING MEETING

Prepare calendar with unavailable dates for games by coordinating with coach. Schedule dates for state cup preliminary games, and ODP dates.

GotSoccer – Inputting Players Go to www.gotsoccer.com. Use Team Login Information. Follow instructions on the GotSoccer sheet.

Premier Teams –phone scheduling can begin once the premier scheduling brackets are released. Watch the website for information. www.mspsl.org

GAME SCHEDULING

Primary Field is River Oaks – schedule games on Sat. at 1:00, 3:00 or 5:00, Sunday 11:00 ,1:00, 3:00, or 5:00. Week day games can be scheduled at 6-6:30, but check for availability first.

State cup preliminary games are arranged by team and team is responsible for field rental cost. River Oaks is \$45 per game. This amount will be deducted from the referee fees for the season.

Only home game field rental is paid for by the club. Any scrimmages set up will need to be paid for and arranged by the team manager. Send state cup games to steph@kicsports.net and the club administrator will arrange field rental. As soon as team schedule is set, manager must email Premier administrator at steph@kicsports.net with schedule, so that the fields and refs can be reserved.

Referees

Prepare referee envelopes before games. Three (3) envelopes are needed, center ref., and 2 line refs.
Premier League – each team pays half of the referee fees. Fees can be found on the website.

HOME GAMES

1. Contact the visiting team 2 days prior to the scheduled match. Call refs to verify that they are showing up and what field you are playing on.
2. Arrive at least one hour prior to kickoff
3. Have all player cards available for refs to verify
4. Have extra score sheets (home team supplies score sheet)
5. Pay refs
6. Give copy of score sheet to visiting team at completion of game

AWAY GAMES

1. Contact the home team 2 days prior to the scheduled match. Verify directions and that there are 3 referees scheduled. Verify field location and time.
2. Arrive 1 hour prior to match
3. Have player cards available for referee
4. Make sure to get a copy of score sheet after the game

Travel Permits

Premier teams need to do the online permission to travel form on the MSPSP site and pay the \$50 fee once per season to play in out of state tournaments.

LEAGUES

Michigan State Premier Soccer www.mspsl.org

The girls and boys U13- U18 teams will play in this state league. All teams are encouraged to participate in state cup. Online registration is done by the manager and submitted to the MSPSP. Please check the calendar on the premier site for deadlines. Premier packets need to be mailed 3 days prior to calendar deadline to allow our affiliate league, MYSL, to sign all paperwork.

Fall 2011/Spring 2012

U13B, U13G, U15G - affiliating league is WMYSA.

U14B, U16G, U17G, U18G and U16B, U17B, & U18B - affiliating league is MYSL

TEAM MANAGER

Know all your club contacts:

- Club Administrator – Stephanie Keenan steph@kicsports.net cell 269-370-9220
- Field Coordinator – Stephanie Keenan steph@kicsports.net cell 269-370-9220
- Referee Coordinator – Wayne Wilkinson wayne@teamwilkinson.com cell 269-217-2053

1. Always call your opponent a few days prior to the scheduled date to confirm game time, location, etc. Constant communication is the key. If weather creates a question of whether the game is going to be played or not, this could save a lot of unnecessary drive time.
2. Make yourself easily available: home phone, work phone, cell phone, email, especially important on game day.
3. Always have a copy of a list of team members, parents, and other managers in your league including their phone numbers and email addresses.
4. List of important dates (i.e. registration, tournaments, travel permits).
5. Directions to our fields will be available via www.kicsports.net . Most, but not all, include addresses or intersection names in order to utilize mapping sites. If any of the information is incomplete, then contact the manager from the team you are going to play.
6. Match Line-up/Game Reports: Bring this to the game field
7. Know the State Guidelines for heat, cold and lightning.

Sportsmanship:

Each team is responsible for maintaining good sportsmanship among the coaches, players, and spectators before, during, and after competition.



KINGDOM SOCCER

Kingdom Premier – Team Budget Items

Referees and Field Rental

Kingdom will pay for refs and field rental for all league games.

The team is responsible for refs and field rental for State Cup games and any scrimmages played at River Oaks (try to get half from other team).

Field rental at River Oaks is \$45 per game.

There is a 3 game minimum, 5 game maximum for State Cup.

Please budget \$100 for field rental for State Cup. Ref fees are split each game between the teams.

See State Cup info for referee fees. www.mspsl.org

Game Items

Game Ball (one NIKE ball will be given to each team)

Practice gear – cones, pennys, practice balls (check with coach)

First Aid Kit – budget about \$100 (bandages, ice packs, etc.)

Portable 6 man bench (\$90) can be found on www.aysostore.com (optional)

Rescheduling games: If a Premier team needs to reschedule a game once the schedule is complete, there will be a fine from MSPSP. This amount will be the team's responsibility.

Travel Expenses

All tournament fees are the team's responsibility.

Permission to travel form for any out of state tournaments is \$50 for premier teams. It is an online process and has to be done once per season. Check with coach to see if the team is going out of state.

Coaches' hotel and meals for any tournaments or away games.

Coaches receive \$40 per diem per day for food. Breakfast \$10, lunch \$10, dinner \$20. Please pay accordingly.

Mileage – 40 cents per mile for any distance greater than 50 miles.

Example: Vardar is 240 miles round trip. Subtract 50 from 240 = 190. Multiply 190 by 40 cents = \$76 for that trip. Plan for the season. Pay for tournament expenses before the tournament. The team pays for any coach hotel nights. Please provide cash to the coach for the before each weekend of games.

Misc. items

Postage, bank charges, office supplies. Be frugile. Don't get expensive binders, lamination, etc. Please email the team contact lists and have each parent print it out.

\$50 per Premier team for early passcard pick-up. Must have all pictures of players with names on back, cut into 1" X 1" size.

Fines – budget \$50 for River Oaks fines (not taking down flags and nets) or MSPSP fines (red cards)