

MARYLAND UNITED FC



Manager's Roles & Responsibilities

“Leadership is a matter of having people look at you and gain confidence, seeing how you react. If you're in control, they're in control.” -- Tom Landry

Agenda



- Welcome / Introduction
- Manager's Role / Responsibilities
- Communication
 - Email / Website / Constant Contact/TeamSnap
- Registration / Player Cards
 - MSYSA – Updated Process
 - USCLUB / ECNL
- Game Day – Responsibilities
- Tournament Registrations
- Risk Management / Background Check
- Club On-Line Registration
- Payments / Non-Payment Policy
- Club / Team Website
- Uniforms / Spirit Wear
 - SoccerPost Affiliate Program
- Contact : Technical Staff
- Open Discussion

Manager's Role



The Coach dictates the team schedule / programs

- **A Good Team Manager is an attribute to the success of teams**
- **A Team Manager facilitates the operation of the team throughout the soccer season.**
- **A good manager will off-load the managing responsibilities from the team coaches and allow them to focus on improvement of player skills, development of competitive teams, and to improve their own coaching skills.**
- **This individual must have good communication and organization skills.**

“Leadership has a harder job to do than just choose sides. It must bring sides together.” -- Jesse Jackson

Manager's Duties



The Team Manager's main function is to help the coaching staff and team by providing administrative support in the following areas:

- Act as the team representative and communication link between parents/players/coaches and the league and club. Understand that some conversations with coach, staff, and parents are sensitive and confidential. Avoid overloading them with negative gossip by directing parents and players to communicate directly to coach.
- Understand and know rules pertaining to club, league and Tournaments.
- Ensure that team, club, league, and tournament rules are followed.
- Gather and submit any recognized conflict dates for coaches and players (Let coaches know / submit proper forms on league website)
- **Coordinate** completion of tournament applications, and travel planning, and fundraising **with club staff**.
- Help Coordinate ordering team uniforms approved by club,

Manager's Duties...Cont.



- Conduct **initial** player registration with US Youth Soccer or US Club Soccer for league games and tournaments.
- **Any player registrations added / deleted after the initial registration must be done through club staff to ensure all steps are completed**
- Request required registration documents from Registrar for tournaments and leagues.
- Keep player passes, roster, and medical releases, and league/tournament rules in team book on the field during games.
- Help recruit volunteers to help in club related functions.
- Attend mandatory meetings.
- Positively support coaches on and off the field.
- Never assume anything or address coaching issues with parents....instead, educate players how to travel to compete at highest level while representing their team, families, and club.
- Promote patience while coaches develop strong players and good teammates.

Manager's Duties...

Representation at AGM / Special Meetings



Each sponsored team shall have two voting members. One voting member shall be the head coach of the sponsored team and the other voting member shall be the appointed team manager of the sponsored team (each a “Voting Member” and collectively, “Voting Members”).

Voting Members shall use reasonable best efforts to determine the consensus of the general members of the sponsored team which he/she is associated and act in good faith in casting his/her vote so it reflects the majority intent of the general members of the sponsored team

Team Book



- **USYS Registration Forms**
- **USCLUB Registration Forms / Medical Release**
- **Medical Release Forms – Notarized as needed**
- **Code of Conducts – League Specific**
 - *Club Code of Conduct included with Club Registration*
- **Player Cards – Laminated**
- **Original Roster**
- **Multiple Copies – Black and White for Tournaments**

Communication



- Establish open and trusting communication with coach to support team.
- Utilize Team Profiles on Club website – www.MDUnitedFC.org
- Forward on Club Announcements to players and parents.
- Encourage families to sign-up to club web-email, Constant contact for latest club training schedules and events.
- Encourage families to sign-up to follow the MD United Twitter account : @maryland_united
- Encourage families to utilize MD United Facebook page
- TeamSnap; club has purchased a club account. Coordinate with Glenn Hayman on set-up instructions

Communication



- **Communicate with leagues through Maryland United Club Reps.**
 - **WAGS / NCSL – Glenn Hayman**
 - **CMSSL / BBSL - Peter Kaminskis**
 - **CCL – Colin Herriot**
 - **ECNL – Will Morris / Peter Kaminskis / Bob Deegan**
 - **USCLUB – Peter Kaminskis**
- **Communicate team news to MD United FC Webmaster (Marc Brown) for posting on Club Website (webmaster@MDUnitedFC.org)**
 - (Note: Marc is a non-paid volunteer)

“The most important thing in communication is to hear what isn't being said.” -- Peter Drucker

Communication – Club - Summary



- **WEBSITE : www.MDUnitedFC.org**
- **Twitter : [@Maryland_United](https://twitter.com/Maryland_United)**
- **Facebook:**
www.facebook.com/MarylandUnitedFc
- **CONSTANT CONTACT NEWSLETTER**
Team Communication / Calendar
- **TeamSnap**

WAGS / NCSL STAR PROGRAM



- **STAR Program – Required U12-U13 Teams**
- **Must have 3 Certified STARS per team**
- **Maryland has moved to an online registration for all referee classes, including STAR classes. Click on the link below to register. You must create a user account before you can register for a class. Once you have created an account, login. To register for a class, click on COURSES, REFEREE COURSES, and then SPECIAL TEAM ASSISTANT REFEREE (STAR).**
- **<https://msr.gameofficials.net/public/class/classSearch.cfm?classTypeID=0>**

WAGS/NCSSL STAR PROGRAM



New STAR Classes

Saturday, August 16, 2014

8:30 AM - 5:30 PM

Good Shephard Lutheran Church

1415 West 7th St.

Frederick, MD 21702

Saturday, August 24, 2014

8:30 AM – 2:00 PM

Johns Hopkins Applied Physics Lab
(APL)

South Campus Building

11101 Johns Hopkins Rd.

Laurel, MD 20723

Saturday, August 23, 2014

Saturday, September 6, 2014

Saturday, September 13, 2014

9:00 AM - 3:00 PM

Frost Middle School, Lecture Hall

4101 Pickett Road

Fairfax, VA 22032

**STAR Program –
Required U12-U13
Teams (3 Required)**

WAGS Manager's Meeting – New Managers



- **Aug 12th – 7:00-9:00**
- **Space is limited. Reserve your Webinar seat now at: <https://www4.gotomeeting.com/register/898940671>**
- **Welcome to the Fall 2014 season! Please note that this meeting is mandatory for all new team managers. If you attended a new team manager's webinar, or on-site meeting in the past, your attendance is not required; however, you are more than welcome to join us.**
- **Forms Required – Code of Conducts**

WAGS Form



WAGS TEAM GUIDELINE & PROCEDURE MANUAL

<http://www.wagsl.com/home/344128.html>

DEADLINE: September 2nd

- Below are the passwords for the forms:
- Player Code of Conduct - **wagsplayer**
Parent Code of Conduct - **wagsparents**
TSL - **wagstsl**
Referee Evaluation Form - **wagsref**
Coach Code of Conduct - **wagscoach**

NCSL NEW TEAM MEETING



August 18th

**7:30 p.m. at the Westin Hotel, 7801 Leesburg Pike, Falls
Church, VA 22043**

- **The meeting will last approximately 1.5 hours and will give you the opportunity to meet and ask questions of the NCSL President Richard Smith, Rules and Discipline Chair Alan Paez, Administrator Kathleen Sessions and all of the other Officers of the League. We will walk through and explain the unique rules of the NCSL with the hope of reducing the administrative burden of each new team's manager.**
- **Failure to attend will result in a \$250 fine.**

NCSL Forms



**NCSL Team Contact Information – Complete on line with Pin #
- Update as necessary**

**Code of Conducts – Paper / go to website to download / Keep
in player book**

Registration Process



- **All links and information found on MSYSA Website:**
 - http://www.msysa.org/playerregistrationforms/index_E.html
- **MSYSA Registration (Performed at Team Level)**
 - <https://www.youthleaguesusa.com/msysa/14-15/TravelTeam.html>
 - **USCLUB (Performed at Club Level – Peter Kaminskis; Need copy of Birth certificate & Registration Form)**
- **Medical Releases & Code of Conducts**

Registration Process (cont)



- **Use of the registration system at the Primary Team Contact (“PTC”) level is very similar to previous seasonal years. The team is created; adult officials are added to the roster, and players are added to the roster. Players that were registered in the system during the preceding seasonal year can be added through a lookup process. Registration data must be typed in for players that are new to the system..**
- **For the 2014-15 seasonal year MSYSA has implemented changes in the on line registration system to eliminate transportation of paperwork between the team and the assigned MSYSA Associate State Registrar (“ASR”). Review and approval of travel team documents by an ASR is still required, but the system changes will accomplish this without the need for carrying (and retrieving) paper.**
- **The number of team documents that must be presented to the ASR for review and approval has been reduced.**
- **Changes have been made to the on line system to allow upload of those documents that must still be reviewed so that they are electronically available to the ASR.**
- **Changes have also been made to eliminate repetitive submission of the same document.**

Registration Process (cont)



- **New buttons have been added to the PTC's system access to upload player POA and Coaching License copies**
- **As part of the new approach to team review and approval, the PTC is not able to print the MSYSA Official Roster or the US Youth Soccer Member Passes until the review and approval process has been completed by the ASR.**
- **LINK TO MSYSA PAGE SUMMARIZING CHANGES IN MORE DETAIL**
 - **http://www.msysa.org/docs/playerregistrationforms/System-Changes_2014-15.pdf**

Registration Process (cont) Digital Photo



- **Head shot / Front Facing**
- **2.50 x 2.5 Max photo Size**
- **Must be in .jpg format and pixel dimensions not be more than 240x240**
 - **Right click on photo / properties**
- **File Size less than 100KB**
- **Must be within last 2 year**
- **Cropped photos from a team shot not recommended**

Registration Process (cont) Proof of age



- **Birth Certificates**
- **Uniformed Services ID / Privilege Card (DDForm 1173)**
- **Birth Registration issued by an appropriate government agency / board of health**
- **Passport (current or expired)**
- **Alien Registration card issued by US Govt**
- **Certificate issued by Immigration & Naturalization Service (INS) attesting to age**
- **Current Driver's license**
- **Unexpired Government ID**
- **Certificate of a US Citizen born abroad issued by appropriate govt agency**

A GOOD QUALITY COPY OF ONE OF THE DOCUMENTS LISTED ABOVE

Returning players

- **Approved USYS Member pass from the preceding year**
- **Any of the documents above**

Game Day Responsibilities



Mid-week:

- Home team manager calls opponents with directions, uniform color, and contact info in case of bad weather/field closing. (WAGS / NCSL)
- ECNL / CCL performed at club level
- Reviews field loading chart for home games to coordinate field set up or take down if assigned. Set up nets and flags / take down team.

On game day:

- Complete match card ; turns over to referee
- Has stamped roster and player passes
- Check players for proper equipment (Home teams changes shirts if color conflict)
- Monitors sideline behavior / Assist TSL when needed
- Sign game card after recording score, cards issued, and players booked to keep track of disciplinary points for potential sit outs
- **If card signed early; double check at end of game with officials for score recorded and players / coaches booked**
- Call in / record game score according to league policy;
- Coordinate with the Set up nets and flags / take down as appropriate

Game Day ECNL Responsibilities



- More detailed procedures forthcoming
- We were written up multiple times last year (no corner flags, no benches, inadequate bathroom facilities to name a few)
- We cannot have a repeat of this

Game Day - Ref Fees



- **NCSL / WAGS - Ref fees included in league fees**
- **CMSSL / Region 1 - Cash on Field (Club will issue a check to manager to cash and be responsible for bringing to field)**
- **CCL / ECNL – Arrangements have been made for CASRA to bill club; no cash on field needed**

Field Closures



City of Bowie Field Status Line ; Call (301) 262-6200 and follow the prompts for the Field Status Line or

http://www.cityofbowie.org/comserv/ballfield_status.asp

(This information is also on the website under Field link)

Game Day

- **Either Peter Kaminskis, Bob Deegan or Club designated person will make determination of field closure. We try to follow the City closures made at 7:00.**
- **Club reps make call to League offices notifying of closure**
- **Club reps contact MD United teams of field closure**
- **Teams contact their opponents via phone (WAGS / NCSL)**

“Effective communication is 20% what you know and 80% how you feel about what you know.” -- Jim Rohn

Fields cont...



Reminder :

- **Teams are not to contact City directly concerning field permits and / or field usage**
- **The city has requested to keep communication to key contacts either Peter Kaminskis or Bob Deegan**
- **You should not need to have a field permit but we can make available if necessary**

Tournament Registrations



- **Verify with Coach tournament schedule**
- **Verify / know due dates**
- **All tournament registrations completed at club level**
- **Team Manager responsibility is to obtain confirmations from club that process is completed (Double check)**
- **Team Manager responsible for keeping contact information, rosters, results updated on GOTSOCCKER**

Travel



- **Not included in team budgets this year.**
 - **Cost too variable and difficult to project**
- **Travel costs will be reconciled end of December (actual costs), end of March (actual costs), end of Apr (actual / est for May)**
- **Team travel must be coordinated through the club contact, Glenn Hayman**
- **More detailed information will be forthcoming**

Risk Management



Background checks

(100 % Compliance on all adult carded officials)

National Center for Safety

Goal Safety

Weather related (Heat / Lightning)

“Leadership is a potent combination of strategy and character. But if you must be without one, be without the strategy.”

-- Norman Schwarzkopf, US military leader

Club On-Line Registration System



Club Site :

http://mdunitedfc.org/registration/index_E.html

Direct to Demosphere :

MD UNITED FC U11-U19 <https://ssl.demosphere.com/74033>

**All players must be registered in the
system before being placed on a roster**

Payment / Non-Payment Policy



- **Pay in full (5% Discount)**
- **Payment plan (Credit card / Post Dated Checks)**
 - **8 Monthly Payments / July 15 – Feb 15**
- **Late Payments**
 - **31-60 days: Notification to coach, manager and player that the player is not in good standing. Payment must be made before the next payment due date.**
 - **61+ days: Notification to coach, manager and player that the player is not in good standing and immediate payment must be received, otherwise the player will be suspended from all team training, games and activities.**

Club / Team Page



- **TEAM PAGE (Manager / Team Controlled)**
- **Information / Tryouts**
- **Calendar / Schedule**
- **Team Accomplishments**

Uniforms



- ***CLUB POLICY DICTATES ALL TEAMS WEAR APPROVED COLORS AND ADIDAS MODEL UNIFORM AT ALL SOCCER EVENTS***
- ***Information / Order form available on Website***
- ***For Fall – Place order no later than End of Jun***
- ***For Spring – Place order no later than Mid-Jan***

Training Shirts / Use of MD United Logo



All uniform / Shirts / Outerwear must be purchased through Soccer Post

No unauthorized use of Maryland United FC Logo

Players are to wear MD United only outerwear at practices, matches and tournaments. No College / high school sweatshirts

SOCCER POST Affiliate Program



Sarah Femec

Soccer Post Annapolis

19 Lincoln Ct, Annapolis MD

store 410-263-3300

cell 585-831-6169

www.soccerpost.com

[facebook.com/SoccerPostAnnapolis](https://www.facebook.com/SoccerPostAnnapolis)

SOCCER POST Affiliate Program



- *The club has entered into an affiliation program with Soccer Post in which Soccer Post will return a certain percentage of all purchases back to the club based upon sales during certain events, such as Club nights and online Spirit Wear shop. Each player has been given access to the Spirit Wear shop through their uniform ordering log-in.*
- *In addition, each player will receive a discount card good for 15% for in store purchases throughout the season.*
- *Team uniform sales are not eligible for this program.*
- *Please pass this information on to your teams.*

Contact Information/ Responsibilities



Technical Staff

- **Boys**
 - U9-U12 (Dave Mongey)
 - U13-U18 (Colin Heriott)
 - CCL (Colin Heriott)
- **Girls**
 - U9-U12 (Will Morris)
 - U13-U18 Non ECNL (Pat Noel)
 - U13-U18 ECNL (Will Morris)
- **Technical Consultation**
 - North : Harry Canellakis
 - Steve Campbell / Pat Noel

Administrative Staff

- **Finance**
 - Meg Rambo
- **Field Assignment**
 - Peter Kaminskas
- **Travel Coordination**
 - Glenn Hayman
- **Field Set-up / Coordination**
 - Glenn Hayman
- **Collections**
 - Glenn Hayman

Progressing Forward (Boys Club Championship : BCC)



Founding Member / Board Member

- **President: Terry Foley**
- **Vice President: Tim Lesiak**
- **Administrator: Denise Caldwell**
- **Executive Board:**
 - **Colin Herriott (Mid Atlantic)**
 - **Campbell Chapman (South)**
 - **Dave Schureck (MidWest)**
 - **Barry Ritson (West Coast)**

(Boys Club Championship : BCC)...cont



- **Each division U15-U18 will play 10 games, 5 home and 5 away, with their travel partner.**
- **Every team will play 6 crossover games at the National Showcases.**
- **Each U18 team will only compete in the 2 National Showcases with no national champion.**
- **U15-U17 will complete their season at the end of the 2014-15 seasonal year. All games must be completed by June 15th 2015**

(Boys Club Championship : BCC)...cont



Starting with 24 clubs in 4 separate divisions

Includes nationally-recognized outfits like Fullerton Rangers, Slammers FC (both Southern California), Gwinnett Soccer Association of the Atlanta area, Michigan's Waza FC, Cincinnati-based club Ohio Elite

Mid Atlantic Division (S. Jersey Barons, FC Virginia, FC Bucks, Penn Fusion, MD United)

Closing thoughts on dealing with your teams



- ❖ A lot of people are like wheelbarrows - no good unless pushed.
- ❖ Some are like canoes, - they need to be paddled.
- ❖ Some are like kites - if you don't keep a string on them, they fly away.
- ❖ Some are like kittens - they are more contented when petted.
- ❖ Some are like footballs - you can't tell which way they will bounce next.
- ❖ Some are like trailers - they have to be pulled.
- ❖ Some are like balloons - full of air and ready to blow-up.
- ❖ Some are like neon lights - they keep going on and off.
- ❖ And we would like to add, some are like a good watch - open-faced, pure gold, quietly busy, and full of good works!

GOOD LUCK WITH YOUR TEAMS

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