



**CC UNITED SOCCER CLUB
TEAM MANAGER MANUAL**

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QUICK LINKS

CC United Soccer Club Website:

www.ccunitedsoccer.com

“Managers” tab → Competitive Team Manager Guides to access:

- ✓ Field Campus Summary
- ✓ CC United Website Instruction Guides
- ✓ Reschedule Instructions
- ✓ Affinity & MYSA Links
- ✓ Team Manager Manual
- ✓ MYSA Playing Nights & Birth Year Guide

“Managers” tab → Competitive Team Manager Forms to access:

- ✓ Participant Agreement & Coach Code of Conduct form
- ✓ MYSA Medical Form
- ✓ MYSA Recreation Playing Up Form
- ✓ MYSA Accident Medical Claim Form

“Managers” tab → Game Reschedule Form to access:

- ✓ Online Game Reschedule Form

“Managers” tab → Weather Policy

“Competitive” tab to access:

- ✓ Schedules & Field Lists
- ✓ Uniform Information

Minnesota Youth Soccer Association (MYSA) Website:

www.mnyouthsoccer.org

Click “**Member Services**” then **Club Toolkit** to access:

- ✓ MYSA Calendar
- ✓ Travel Request Information
- ✓ Schedule of Fees
- ✓ Affinity Sports Log-in

Click “Leagues” to access:

- ✓ Team Manager Information including Affinity Sports Team Manager Handbook
- ✓ Playing Days
- ✓ Birth Year Chart

Click “**Player Safety**” to access:

- ✓ Weather Policy
- ✓ Concussion Information
- ✓ Medical Insurance

CC UNITED SOCCER CLUB CONTACTS

General Club Questions, Team Manager Liaison, Account Questions, MYSA Questions & Passes, Club Forms, Tryouts, Birth Certificates

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INTRODUCTION

Thank you for taking on the role of team manager for your child's team. The parents, players and all of us at CC United Soccer Club appreciate your willingness to volunteer!

Team Managers will handle the administrative duties of a competitive soccer team as well as being the focal point for communications between the team families, the coach, MYSA and CC United Soccer Club. The Account Services Manager (accountservices@ccunitedsoccer.com) will be your main contact for any club related or Minnesota Youth Soccer Association (MYSA) questions. Every team is required by the MYSA to have a registered team manager before the season begins.

Responsibilities of the Team Manager

The list below is an overview of the things you can expect throughout the season:

- Schedule the beginning of season team meeting
- Team Communications
- If you have a paid coach, record sessions worked and email weekly to the Operations Manager
- Register and collect money for tournaments and slush fund
- Enter schedule (practices and games) on CCU team website page
- Collect player forms (medical release form, participant agreement & coach code of conduct forms)
- Reschedule games, if needed
- Communicate Team Picture Date
- Complete MYSA tasks in the Affinity system (upload photos, player information)

Manager Resources

Throughout the season, the main sources of information are:

1. The CCU Team Manager Liaison
2. The CC United website – Manager Tab
3. The MYSA website – Team Manager Page
4. The Affinity Sports website – Log in to access your team's information

The CC United website has a dedicated page for Team Managers. Please visit www.ccunitedsoccer.com and click on "**Managers**" to familiarize yourself with this information. Information includes:

- ✓ Competitive Team Manager Guides and Forms
- ✓ Weather Policy
- ✓ Game Reschedule Information

PRE-SEASON

Team Manager Requirements

MYSA requires all Team Managers to submit a background check every calendar year and also complete an online concussion training course every three years. Information on completing the background check and concussion training is located on the CC United website (click on "**Managers**" and then **Team Manager Q&A**).

Manager Training

The club schedules a team manager meeting at the beginning of each season. Both new and returning managers are encouraged to attend. The meeting for fall is held in August and the meeting for summer is generally held in January. The meeting walks through the season step by step and covers any new MYSA processes.

Administration & Communication

The main role of the team manager is communication. The team manager will communicate not only schedules, but also information and expectations throughout the season. By being the first point of contact for team families, it will help to become familiar with the CC United website, the MYSA website and the Affinity website.

E-mails are the easiest and most time efficient way to communicate. The CC United website and app are designed to allow for quick and easy e-mails and texts to be sent to the entire team at the click of a button. For specific guidelines to using the CC United website, see “Managers” tab → Competitive Team Manager Guides to access website instruction guides.

Coaches – Begin the Communication

Once your roster is announced and a coach assigned, contact the coach to discuss the schedule and a working plan for the season (does the coach prefer to keep track of player availability, arranging for sub players, are they coaching another team, what is their availability, etc.). Some coaches prefer to handle certain aspects of communication/player management themselves, so it is good to establish this ahead of time.

Beginning of Season Team Meeting

Once teams have been announced, work with the coach to set a date for the team meeting. If you rent a room for the meeting, the expense is the responsibility of the team to pay. Prior to the meeting, e-mail the participant agreement, coach code of conduct form and medical release form so people can complete them and bring them to the meeting. Also request that those attending bring their schedules to be referenced when discussing training schedules and tournament selections. Topics to discuss at this meeting include:

- Coach philosophy and season expectations
- Instruct families and players to download the SI Play app
- Confirm roster contact details by circulating a copy of the roster to verify contact details and make any additions/corrections
- Collect participant agreement, coach code of conduct and medical release forms
- Collect any known conflict dates from all families to aid in tournament selection
- Discuss the number and timing of tournaments
- Discuss tournament fees
- For U11 teams and above, discuss if the team will register to play in the MYSA summer state qualifier and summer state tournament
- Determine the amount of money you will be collecting to cover the cost of medical kit supplies, tournament fees, team parties and coach gifts

Collection of Forms

You will need to collect the following forms from each player. It is recommended to keep all documents in a folder or binder throughout the season. **The team manager keeps all forms; please do not forward to the club.**

1. Signed Participant Agreement
2. MYSA Medical Form (must be new each year)
 - ✓ Signed by parents
 - ✓ Must be present at all games and practices
 - ✓ Copied and placed in a plastic baggie in the First Aid Kit

Conflict Dates

Before discussing tournaments, ask families to give you a list of any known conflicts throughout the season. These are collected by the team manager and used by the coach to determine player availability for tournaments as well as games.

Contact Details

At the team meeting, verify the preferred e-mail address(es), parent name(s) and cell phone number(s) of parents and players (if applicable) and jersey numbers.

Team Expenses

Club fees are paid directly to the club, but teams will have their own expenses. Examples of team expenses are scrimmages, extra training space, tournament registrations, reimbursing coaches for out-of-town tournament costs (if you have a paid coach), laminating passes, first aid kit supplies, team parties and coach gifts.

Team Communications

Use the CC United website to easily send e-mails to the entire team. You can also download the SI Play app on your mobile device to send emails and/or texts from your phone. Instructions on how to navigate the CCU website can be found on the CC United Website, “**Managers**” tab → **Competitive Team Manager Guides**.

Team Practices

Fall Outdoor Practices

For fall practices, team can set their own practice schedules. The club will post a Campus Summary under the Manager tab, which is a document listing all fields available for practices. The Campus Summary should be used to find the proper size field for your age group and the dates and times the fields are available to the club. Once your team decides on the date/time/location for practices, the sessions should be entered on your team’s CCU online calendar (instructions on how to enter practices are found under the Manager tab).

Indoor Winter Practices

For indoor training, the club creates and posts the practice schedule for all teams. Managers will be sent an email with the schedule to be added to your team’s online calendar. Schedules can always be found under the “**Competitive**” tab → **Competitive Schedules** page.

Early Spring Outdoor Turf Practices

Beginning in March and into April, each team will be assigned practice and or scrimmage space at the Chanhassen and Chaska High School outdoor turfs. This schedule is also sent to managers to post on their team’s calendar.

Summer Outdoor Practices

Grass fields are typically available by mid-April (weather permitting). Once practices move to grass fields, teams now set their own practice schedule.

The club will post a Campus Summary under the Manager tab, which is a document listing all fields available for practices. The Campus Summary should be used to find the proper size field for your age group and the dates and times the fields are available to the club. Once your team decides on the date/time/location for practices, the sessions should be entered on the team’s CCU online calendar (instructions on how to enter practices are found under the Manager tab). Teams typically practice on the designated MYSA game playing days. From the MYSA website select “**Leagues**” → **Playing Days** to determine playing days for your team based on age and playing level.

Once practices are moved to grass fields, you can enter practices for the entire season. It is recommended to set a fairly consistent practice schedule so families are able to plan around the dates.

Note:

- For instructions on how to enter practices on your CCU team calendar, see the document titled **Instructions for Entering Practices on CCU Team Calendar**, posted under the Managers tab.
- Use the Recurring Event function to enter in a date range of practices that occur on the same day of the week and time.
- When scheduling practices, always assign the location to a **CAMPUS**, not a specific field.
- Refer to the Master Schedule on the CCU website to make sure there is enough space on the field and that a game is not scheduled at the same time. The Master Schedule on the CCU website, is a composite of all games and practices entered by all CC United teams.

Attendance Tracking for Paid Coaches

If you have a paid coach, you will also keep track of sessions (games or practices) your coach attends with your team. The Operations Manager will send an e-mail each week requesting the dates and the type of event for your paid coach. Hours worked are not needed, only the dates. Please be sure to include: practice, training, league games, futsal games, indoor games and tournament games.

Tournaments

CC United strongly suggests that teams participate in tournaments. It is important to register for tournaments as early as possible in order to assure you get the tournament, division and age group you desire. On the MYSA site, select "**Leagues**" → **Team Managers**. Click the link for the **Tournament Center** or go to www.thetournamentcenter.com to view information on MYSA sanctioned tournaments and national tournaments.

For out of state tournaments, team managers must complete the online "Travel Request" form via Affinity and pay the application fee online with a credit card. Traveling with this permit guarantees the host state or country that the players are properly registered with USSF, are the appropriate age group, are covered by insurance and that the team or its players are not under any disciplinary sanctions. Applications for travel should be submitted at least 30 days in advance.

If your team will travel to tournaments where an overnight stay is necessary, research hotels and make reservations. Note that hotels often fill up on tournament weekends so do not leave this detail until the last minute. Some hotels will reserve a block of rooms for teams. Most out-of-state tournaments have a web site for their tournament and will give all the information you need to participate in that specific tournament.

Each tournament has different requirements. Review tournament's website for rules/policies to see what is required at check-in (usually one hour prior to the first game). Also, if you plan on bringing your pet to the game, check tournament rules to see if they are banned (rules regarding pets vary by tournament).

Coach Expenses for Out-of-town Tournaments:

If your team has a paid coach, the coach is reimbursed by the team for their travel expenses such as lodging/gas/meals. Coaches and Managers should reference **CC United's Coach Travel Reimbursement Policy** which is on the CCU site "**Managers**" tab → **Competitive Team Manager Guides**.

Managers should discuss with the coach ahead of time which expenses are paid ahead of time by the team (i.e. hotel) and which expenses are reimbursed (i.e. gas and food).

Printed Player Passes

Check the tournament's rules to see if printed player passes are required or if they accept the digital pass. If printed passes are required, you will need to fill out the Printed Pass request form on the CC United website under the Managers tab. A file will be emailed to you with passes to be laminated.

Printed Player Passes and Rosters

Printed player passes are no longer required for league games as digital cards are now accessible onsite via the Affinity System. However, tournaments may require printed passes. If so, player passes are mandatory for players, coaches and managers and must be requested via the online form on the CC United website under the Managers tab.

Teams present passes to the referees at the start of each game or risk forfeiture. Fines relating to forfeits are the responsibility of the team. Passes, per MYSA rules, must contain a photograph, be laminated and secured on a ring. Using illegal passes or illegal players can have severe consequences to the player, coach, manager and club. Always make sure passes are returned to the team representative (usually the manager or coach) by the referee at the end of a game. Follow the steps below to prepare the player pass once you receive the file from club staff.

- Cut around each pass in the file to create an individual pass for each player
- Laminate each pass
- Punch a hole in the corner of each pass
- Use a binder ring to secure all passes alphabetically
- If you'd like, include a separate laminated "card" with contact details for the return of passes, if lost

In order for CC United to forward the team's passes the following items MUST be completed:

- All fees paid in full (registration, indoor training fees, uniform costs, etc.)
- Verification of Proof of Age presented to Club Administrative Staff
- Participant Agreement submitted to Team Manager
- Medical Release form submitted to Team Manager

In order for a coach/manager pass to be released by CC United to a coach or team manager the following items MUST be completed:

- All fees paid in full for children's accounts (registration, indoor training fees, uniform costs, etc.)
- Approved Background Check (completed yearly)
- Completion of Concussion Training (completed every three years)
- Coach Code of Conduct (Coaches only)
- Signed Contract (Coaches only)

Per MYSA policy, there must always be at least one registered adult at each game (coach, assistant coach and/or team manager).

If there is a problem with a player pass or the online roster (missing player, wrong division, incorrect name, etc.) please contact the Club Administrator. It is critical to catch these errors as early as possible as it could affect a player's eligibility to play in post season. Please keep in mind that once MYSA freezes a roster, no changes can be made.

If for a tournament, the coach combines players from multiple teams, the players on the roster will be responsible for reimbursing the club the fees paid to MYSA to roster to the "tournament" team and then to re-roster on the original team. To determine the amount per player, per roster change, visit the MYSA website, click "**Member Services**" → **Club Toolkit**. The amount will be listed as "Assignment Fee to Competitive Team" shown on the **Schedule of Fees** link.

Play-up Procedures for MYSA League Games: U11-U19

If a U11-U19 team needs a player for a given game, another player from your age group (any level) or lower and your gender can be "club passed" to play. Per MYSA guidelines, substitute players can be from any level of your age group and lower. For an example, if the team needing help is a U13 C2 team, they can pull players from any team at the C13 or younger age group. In this example it would be a player from any C1, C2 or C3 team aged U13 or younger in the club. If are asking a player from a higher skill level to "play down", you must first get the approval of the Director of Coaching.

- Contact the coach or team manager of the team from where you will pull the player (it is inappropriate to contact the parent or player first)
- Detail any requirements (i.e. position, specific skill needed, etc.)
- Provide game date(s) and time(s)
- Per MYSA guidelines, five play-ups are allowed per game while staying within the roster maximum allowed for the age group
- Get approval from the DOC is the player is from a higher playing level.
- The manager must complete the steps for a Club Pass in Affinity to move the player to the game day roster.

Play-up Procedures for MYSA League Games: U9-U10 Academy

Those participating in the U9-U10 Academy will be registered directly to the Academy pool for CC United and will not be assigned to a specific team. An academy player is eligible to guest play in the competitive league. If you are asking an Academy player to play with a U11 team, the manager or coach must email the club administrator at least 5 days ahead of time with the Academy player's name and for which team they are playing.

Tournament play-ups: Tournaments often have different play-up rules and roster maximums than MYSA league games; consult each tournament's rules/policy.

Team Website

The Team Manager is responsible for entering game and/or practice schedules on the online team calendar. Game schedules will be distributed by the MYSA. See the document titled **Instructions for Entering Practices on CCU Team Calendar**, posted under the “**Managers**” tab.

Game Day Requirements

For each game there needs to be at least one adult with a coach pass on the sideline with the team. The manager is not required to be present at the game.

Referees will access the team’s digital passes on their own personal devices.

Game Score Reporting

Game scores are reported for all U9-U19 teams on the MYSA website by the referee.

Forfeits must be reported to the appropriate Age Group Coordinator or Competitive Representative. Find contact details on the MYSA website under “**Who We Are**” → **Committees**.

Model Great Sportsmanship on Game Days

Please help CC United promote good sportsmanship by making an effort to welcome the opposing team and referees to home games. Also, remember to thank the officials at the end of the game and always clear the sidelines of any litter.

Rescheduling of Home Games – During Reschedule Period

In the event that a home game needs to be rescheduled, please follow the instructions below:

1. Discuss with your coach, the opposing coach and/or team manager several dates as options
2. Complete the Game Reschedule Form
 - ✓ Located on the CC United Website under the “**Managers**” tab
 - ✓ Include game number, Original Game Date, MYSA Field Code, Reason for Reschedule, Home Team Code, Away Team Code, CC United Coach Name, Requested Game Reschedule Date, Alternative Game Reschedule Date, Requestor’s Contact Details (name, e-mail & phone number) along with any applicable comments
 - The game reschedule date does not need to take place on the team’s normal playing nights. For example, if the team normally plays games on Mondays and Wednesdays, a game reschedule can take place on a Tuesday or Thursday in addition to Mondays and Wednesdays. Fridays, Saturdays and Sundays are also an option.
3. CC United’s Game Field Scheduler and Referee Assignor will notify you of the new game date, time & field location via e-mail
 - ✓ Be patient as field availability and referee schedules need to be coordinated
 - ✓ If the reschedule date does not work, you will need to go to the e-mail you received after submitting the form
 - Click the “edit” link, change the desired dates and click “continue”
 - You will be notified of the new date via e-mail
4. Notify the opposing coach and/or team manager of the new date, time and field location
5. When all parties have agreed to the new game details, complete the online Game Rescheduling form on the Affinity website (follow section 4.2 of Affinity Sports Team Manager Handbook (http://assets.ngin.com/attachments/document/0117/1198/team_mgr_handbook.pdf)
 - ✓ Once the MYSA online reschedule form is complete, an automated e-mail is sent to both the requesting team and the opposing team
6. The reschedule is fully complete when the opposing coach accepts the MYSA online game reschedule; you will be notified via e-mail
7. When accepted, notify participants of the schedule change and update your team schedule on the CC United website
8. If rejected, the process must start over
9. Reschedules will only be allowed during the mandatory 2 week reschedule period after game schedules are released. After that only weather related reschedules are allowed.

Rescheduling of Home Games – During Regular Season

Once the final schedule has been locked down, the only reschedule option is for “Acts of God”.

To reschedule a game during the regular season, follow steps 1-5 above. Once the reschedule period is over, the COMPETITIVE REPRESENTATIVE approves the reschedule through Affinity. The opposing manager DOES NOT get an email to approve. Continue to step 7 above and update the CCU online calendar.

Game Cancellations due to Weather and/or Field Conditions

During the season, games may get canceled due to weather or field conditions.

Field Conditions – If there has been a lot of rain, fields may get closed in order to avoid excessive wear and tear on the grass turf. The fields are managed by surrounding cities and the school district and they communicate to the club if the decision has been made to close any or all of the fields. Once notified, the club communicates the information via Twitter. If your game is affected, it is the manager’s responsibility to contact the opposing team and begin the reschedule process.

Note: If only certain fields get closed, the club will make an effort to move games to another open field. Games take precedent over practices, so a practice may need to move to an open space. It is the responsibility of the manager to contact the opposing team about the location change.

Weather – In the case of inclement weather, referees make the decision at the field about game delays and cancellations.

Team Pictures

CC United will schedule a photographer for team pictures each summer season. Team managers are responsible for distributing the informational flyers and entering the date on the team calendar.

Post Season Information

Make a decision whether your team will be participating in post-season play. If so, you can register to participate via the online game score reporting system. If you agree to post season play, the team is committed to the Summer State Qualifier as well as the State Tournament, provided your team qualifies. Teams which register and fail to participate, if qualified, will be fined by the MYSA.

Event	Reimbursed by Club
Summer State Qualifier	No
State Tournament	Yes
Fall State Tournament	Yes

Make sure you register to participate in post-season play prior to the MYSA deadline.

- If you agree to post season play, you not only commit to the Summer State Qualifier but the State Tournament, provided your team qualifies
- Teams which fail to participate, if qualified, will be fined by the MYSA

How does my team qualify for the Summer State Qualifier or the State Tournament?

- All teams wanting to participate in post-season play must register prior to the MYSA deadline
- Teams that win the Summer State Qualifier advance to the State Tournament

How does my team qualify for the Fall State Tournament?

- All teams wanting to participate must register prior to date and time set by MYSA
- Teams that qualify through league play advance to the fall state tournament (refer to MYSA for details at qualifying for each age group)

MISCELLANEOUS INFORMATION

Uniforms

The club starts a new uniform cycle every 2 years. The club works with BIG for uniforms and orders are placed directly on their website. Team uniforms will be available in April for summer and late August for fall. The Uniform Coordinators will work with the Team Managers to distribute. Orders placed outside of the club-wide order will be available for pick-up at BIG or sent to your home for a delivery fee. Uniforms include: two jerseys, shorts, two pairs of socks and a training jersey. Players must always carry both jerseys with them to all games in case of color conflict. MYSA rules indicate that in the instance of similar jersey colors, the home team should change. Each player is responsible to bring shin guards, inflated soccer ball, and water bottle to every practice and game. Players missing shin guards will not be allowed to participate.

Equipment

The club provides two game balls, cones, corner flags, practice vests and a first aid kit to each coach. If your coach has not received equipment or needs replacement pieces, they should fill out the online form located under the **“Coaches”** tab. The team will need to restock and supply the first aid kit throughout the season. Ice should be available at each game in case of injuries. Designate a team representative who will be responsible for bringing ice and zip lock bags in case of injury to each game and tournament. Meet with the coach to decide who is responsible for bringing equipment to games/practices.

Fields

If there is a problem with home field assignments, please contact the Field Assignor (assignor@ccunitedsoccer.com). During times of rainy weather check your email, the CC United Twitter account and the CC United website frequently to see if there have been any field cancellations. To receive text alerts, text the following to 40404: **follow @ccunitedsoccer**

Player Injuries

In the event a player is injured at a game or practice, please reference the MYSA website regarding the Medical and Liability Insurance for coverage. If coverage is provided, the family should complete the Medical Claim Form found on the MYSA website under **“Member Services” → Insurance**.

Covered Activities

Insured persons are covered for injuries (or death) resulting directly and independently of all other causes from accidents occurring while participating in the following covered activities:

- Scheduled games, team practice sessions or sponsored activities provided they are under the direct supervision of a team official; or sanctioned local or national tournaments as a member of a contestant team.
- Organized and supervised group travel as authorized by the Policyholder directly to and from a covered event.

What Is Not Covered

The plan does not provide coverage for: (1) intentionally self-inflicted injury; (2) air travel except as a fare-paying passenger on a regularly scheduled airline on a scheduled flight; (3) injuries resulting from other than Covered Activities; (4) loss resulting from sickness or disease, except bacterial infection which occurs through an accidental wound.

Account Payment Questions

Parents who have questions and/or concerns about any fees/invoices should email accountservices@ccunitedsoccer.com.

Weather Policy

Please note that the referee(s) determine whether a game should be played in inclement weather; unless the club and/or the city in charge of the fields deem the field “unplayable”. Go to the MYSA website and click on **“Player Safety” → Weather Policy** for the MYSA weather policy. Field updates will be communicated via Twitter. To receive text alerts, text the following to 40404: **follow @ccunitedsoccer**

Website Instructions

Instructions on how to navigate the CC United Website to send emails, schedule games, etc. can be found in the CC United Website How-to Guide, which is found under the **“Managers”** tab.

Detailed Affinity instructions are located on the MYSA website at **“Leagues” → Team Managers** and then click on the **Team Manager Handbook** or on CC United website under **“Managers” → Competitive Team Manager Guides**.