

Northfield Soccer Association



Team Manager Handbook

<http://www.northfieldsoccer.org>

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Contents

Introduction.....	1
Team Manager Responsibilities.....	1
Pre-Season Duties.....	1
NSA Distribution Lists.....	4
MYSA Background Check.....	4
Medical Liability Release Forms.....	5
Player Passes.....	5
Special Player Pass Request.....	7
Equipment Distribution.....	7
Uniforms.....	8
Practice Schedules.....	9
Tournament Information and Sign-Up.....	9
Game Scheduling Meeting.....	10
MYSA “Competitive Match Report”.....	11
For Each Game.....	11
Reporting Game Scores.....	12
Game Reschedules.....	12
Review Team Standings.....	13
Snack List.....	14
Other Team Activities.....	14
Appendix A - Clarification of Responsibilities.....	15
Appendix B - Additional Resources.....	16
Appendix C - Tournament Information and Sign-Up.....	17

Introduction

Traveling soccer teams should designate a team manager responsible for the administration of the team's activities and communication between the families, the coach and the NSA. The role of the team manager is critical to a positive experience for the team. The role of the coach is to teach the players in their soccer skills and direct the players at practices and games. The team manager should provide administrative support for the coach and the team and ensure communication happens before the season starts.

This handbook is designed to cover the team manager needs of all traveling soccer teams in the Northfield Soccer Association (NSA).

If you feel additional content would be helpful in this handbook, please email your suggestions to the Traveling Team Coordinators.

Team Manager Responsibilities

Unless a team manager has already volunteered, a team manager should be selected at the team's first parent meeting. The team manager will serve as a communication liaison between the coach and players' families. Email is generally the easiest and most efficient way to communicate with the player families.

The team manager may also enlist the help of other players' parents to organize and plan team activities or tasks.

The team manager must be registered with MYSA and complete an adult background check form.

See Appendix A for a listing of responsibilities that should be clarified between the team manager and the coach.

See Appendix B for a listing of additional team manager resources.

Pre-Season Duties

Team Roster

Following team selections and their postings, the NSA Registrar will provide your coach with a roster containing players' names, parents' names, addresses, telephone numbers and email addresses. This will be in the form of a Spreadsheet which will be posted on your teams "private" page. **DO NOT DISTRIBUTE THIS ROSTER BEYOND THE IMMEDIATE TEAM MEMBERS AND COACH.**

Another item that is very useful is a laminated card (playing card size) with players' names and jersey numbers along with parents' names.

Parent Meeting

Having a parent meeting before the season starts is recommended. This meeting should be organized by either the coaching staff or team manager. The meeting can take place at someone's house, at a local restaurant, or at a meeting room at the Community Resource Center or Library. If not possible to have a meeting before the season starts, meeting at Spring Creek in conjunction with the first Practice is another option. Topics to discuss at this meeting include:

- Introduction of players and parents
- Head coach introduction (background, history, philosophy, etc.)
- Assistant coach(s) introduction (background, roles, etc.)
- Team manager – If a team manager has not volunteered or been identified before this meeting, one needs to be selected. While the team manager will be the contact person for NSA communications, the responsibilities can be shared among other parents.
- Roster – Circulate the team roster to verify information and make any additions or corrections.
- Communication – Determine the primary means of communication that the team manager will use and determine if there are any problems with the method. Special arrangements may need to be made if any parents are not able to use a specific form of communication. This could include both technology and language barriers.

We encourage the use of the NSA website to maintain the team schedule and for email communications. The NSA provides the website for use by our club teams. The following link has instructions on the functionality of the website and how to set-up it up:

http://assets.ngin.com/attachments/document/0026/6788/NSA_Team_Managers_NGIN_User_Manual_Draft.pdf

The team manager would not necessarily need to be the person responsible for setting-up and maintaining the team website; however, if the team manager is not the responsible person, the person responsible for administering it should be identified at the team meeting.

Also consider creating a phone tree for the team. This is a quick way to distribute information in a short period of time. This is also useful in case of game cancellations or tough to find fields.

- Collect birth certificates, photos for player passes, and completed/signed Medical Liability Release Forms.
- Background checks – Any parents who might be serving in an assistant coach role, even informally or infrequently, need to have a background check. Team managers also require a background check.
- Practices: When practices will start, days of the week and times
- League game schedule to be distributed to coaches/teams in late April.
- Equipment needs: Sports bag, spikes, soccer ball, shin guards (mandatory), water bottle, mouth guard (optional), athletic supporter (optional), Under Armour, extra shoe laces. NSA-provided equipment includes game shorts, two game jerseys, and game socks.
- Snack list – Discuss and decide whether to do snacks after games. If the team will do snacks, consider doing sign-up at the parent meeting. Also please encourage healthy ones, oranges, watermelon etc.
- Player availability – Player's will have absences for a variety of reasons. Communicate to the parents that it is important this information be communicated as soon as possible. The best way to communicate is an email to both the coach and the team manager. (Inevitably, half the team communicates with the coach and the other half with the team manager.) Collect this information before selecting and registering for tournaments and the games scheduling meeting.
- Tournaments – With the coach's input, the team should discuss the number and timing of weekend tournaments to play in, including involving overnight stays. And for U11 and above teams, the team should discuss whether it will play in MYSA league playoffs, regional playoffs, and the state tournament (summer). After the parent meeting, the team manager should collect known dates/weekends that families will not be available for tournaments. This information should be in hand and reviewed before selecting and registering for tournaments. While there is an allowance for Tournament Fees, there may be additional fees to be shared by the families on the team if the allowance does not cover the Tournaments that the team wishes to participate in.
- Other volunteers – The team manager will serve as a primary contact for NSA; however, not all of the responsibilities need to be performed by the team manager. Identify other parents who are willing to help with some of the responsibilities. Examples of responsibilities that can be delegated include:
 - Medical Contact at each game (responsible to oversee any injuries that may occur during the game, including knowing where the closest medical facility is)
 - Website administrator

- Organizing tournament travel arrangements (accommodations, meals, etc.)
- Serving as assistant coaches.
- Optional team activities – The goal of the team should be to provide a positive experience for all involved. Having fun and making friends should be a goal of everyone. Consider planning activities such as a team kick-off party, team volunteer/service hour activity, participating in a fun run, and/or an end-of-season party. Also carpooling to out of town games is a great way for the players to relax and have fun together.

NSA Distribution Lists

Following your selection as team manager, notify the NSA Registrar at wsivanich@gmail.com of your position and the team you will be managing. You will be added to the NSA team manager distribution list.

MYSA Background Check

MYSA requires a background check on all coaches and team managers before issuing passes to these individuals. Coaches and team managers without a pass are not allowed on the players' sideline during games. New background checks need to be completed annually. The MYSA year runs from August through July. Thus, if a coach or team manager of a summer team is going to serve in the same capacity in the fall, they will need to complete a new background check. Conversely, if they complete a background check for a fall team, they will not need to do a new one until the next fall season.

The team manager should email the NSA Registrar at wsivanich@gmail.com with the names of all members of a team who need a background check (i.e., coaches, team manager, any other parents who will be helping at practices). Please have the parents start the process as soon as possible.

<http://mnyouthsoccer.org/programs/backgroundcheck.cfm>

Instructions on how to get into the background check website ("MYSA Background Check Instructions") are available via the following link on the NSA website.

<http://www.northfieldsoccer.org/page/show/453128-volunteer-opportunities>

Team managers should follow-up with coaches and any other parent coaching volunteers to be sure their background checks have been completed. NSA recommends the background check forms be completed as soon as possible to avoid not having a pass issued before the start of the season.

When determining who should get a background check, remember to be sure enough adults receive passes. At least two adults with passes should be in attendance at every game. This will ensure there are adequate adults with passes on the sideline in the event a coach is ejected. This applies even if the team has a hired coach. A team without an adult with a valid pass on the sideline will forfeit the game.

Medical Liability Release Forms

The team manager needs to collect a completed and signed medical liability release form for each player prior to the first practice.

<http://mnyouthsoccer.org/forms/medrelease.pdf>

These can be distributed, completed, and collected at the parent meeting. These forms need to be completed before the team starts practicing. If and when your team registers for a tournament, **YOU WILL BE REQUIRED TO PRESENT THESE WAIVERS ALONG WITH YOUR PLAYER PASSES TO REGISTER THE TEAM AT THE TOURNAMENT.** These waiver forms should be put into a binder and brought to all practices and games by the coach or team manager to be used in case a player has a medical emergency.

Also, some tournaments have an on-line liability waiver form. If participating in any of these tournaments, be sure to ask the parents to complete the on-line form early and check the status often to follow-up with those who have not completed it.

- **NOTE RE: MEDICAL AND LIABILITY INSURANCE:** Supplemental medical and liability insurance is automatically provided by MYSA for all NSA-registered players, coaches, managers, referees, officials and volunteers. Claims must first be submitted to any other medical and/or insurance carrier available to the participant. Notice of claims must be filed within 30 days from the date of injury and verified by a witness. Please contact the NSA Treasurer with any questions or concerns. The MYSA link for complete coverage information and claims procedures is at:

<http://www.mnyouthsoccer.org/about/insurance.cfm>

Player Passes

A copy of each player's birth certificate needs to be on file with the NSA Registrar. This typically only needs to be collected once in each child's lifetime, normally the first time he or she signs up for travel soccer with the NSA. The Registrar will deal directly with applicable families/parents on missing birth certificates. The Registrar may also communicate applicable statuses to the team manager. (NOTE: Some tournaments require copies of birth certificates. The team manager is responsible for obtaining these copies from parents. The NSA Registrar will not be able to provide copies from her files.)

The NSA Registrar **WILL NOT** distribute a player pass to a child who has not provided a birth certificate copy.

Player passes will be sent from MYSA to the NSA Registrar. The Registrar will send an email to all team managers letting them know when the passes are in and where they can be picked up. A player pass will be provided for each player who has completed the registration process and submitted a birth certificate. Passes will also be provided for

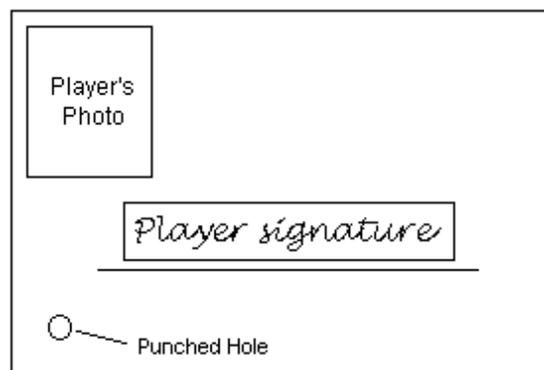
coaches, the team manager, and any parent coaching volunteers once they have a completed background check. Coaches **MUST** have the passes in order to coach a game.

When player passes are received from the Registrar, they must be prepared prior to playing the first league game. These passes are **VERY IMPORTANT**.

NO PASS, NO PLAY.

Player passes, per MYSA rules, must contain a photograph and the signature of the player, and they should be laminated.

- Players' pictures should be affixed to the back of their official player passes, which is the white portion of the player pass. Pictures should not be larger than 1.5 x 1.5 inches. Pictures can either be provided by the players or taken with a digital camera and printed. Using digital pictures allows for sizing as needed to fit the passes. Have pictures ready before the passes are received, since there is a short window between receiving the passes and the first game.
- Have players sign the back of their passes **EXACTLY** as their names appears on the front. This is **VERY IMPORTANT** as players may be ineligible to play if they are not exactly the same.
- Laminate each pass.
- Punch a hole in each pass in the upper left corner and secure all passes, including the coaches' and team manager's, with a ring clip.



- Consider placing a card at the end of the player passes containing your team manager contact information. If your player passes are ever lost or not returned by a referee, this would allow the finder to contact you. Lost player's passes can be replaced for a fee by contacting MYSA.

- The white portion of the player pass is all that is needed for the photo, signature, and to be laminated. The blue portion can be given to the player.

Make sure to have these passes at EVERY GAME (including tournament games) for player check-in. MYSA follows a NO PASS, NO PLAY policy.

Player passes are considered official identification and should never be copied nor tampered with. Using illegal passes or illegal players can have severe consequences to the player, coach, team manager and NSA.

ALWAYS MAKE SURE PASSES ARE RETURNED BY THE REFEREE TO YOU OR THE COACH AT THE END OF A GAME. (A good idea is to intercept them from referee right after the game ends, right after player handshakes.)

Special Player Pass Request

Most passes are issued prior to the start of the season when team rosters are submitted to the MYSA in March. However, if passes are required outside of the initial submittal to the MYSA, here's what you need to know:

- MYSA deadlines are absolutely firm
- Passes must be requested through the club registrar
- All passes require 48 hour processing time *after* the request reaches the MYSA *plus* mailing time to Northfield (unless you can arrange to pick up passes at MYSA office in Minnetonka)
- Exception to the 48 hour rule: Emergency requests for passes in less than the 48 hour time carry an **additional \$25 charge to the team** and you must arrange to pick up the pass.
- Coach/coordinator passes require completion of a background check; requests cannot be submitted to the MYSA until background check information has been received. Background check processing time (usually several days) must be added to the MYSA processing time
- Replacement passes: If a pass is lost or destroyed, you can request a replacement pass through the registrar; the **cost to the player or team is \$8.00** and passes require 48 hours processing time plus mailing time to Northfield (or the \$25 emergency request fee applies in addition).

Equipment Distribution

A team representative must attend the equipment distribution to pick-up equipment the team will need during the season. The NSA Uniform and Equipment Coordinator will send an email letting teams know the date, location, and time of the pick-up. Equipment received will vary depending on the age group but will include:

- 6 practice balls and bag

- Goalie jersey and gloves
- 8 pinnies (12 for U13 and older)
- 10 cones
- Ball pump and pins
- Game ball
- First aid kit
- Set of 4 corner flags
- Blood jerseys – one maroon, one white #99

Coaches and team managers on the Registrar's distribution list will be notified by email for pick-up dates and times (typically April).

The NSA keeps a supply of extra equipment in the event items are lost or damaged. Please call, email or text, the Equipment and Uniform Coordinator if you need to have anything replaced during the season.

MYSA rules do not allow a player with blood on his/her uniform to continue play. As a result, as part of its equipment, each team should have blood jerseys (one of each color). A blood jersey (generally #99) is provided to the team at uniform distribution. The blood jersey allows a player to change his/her jersey and return to play if possible. If these are kept in a sealed plastic bag (such as a Ziploc bag), they will remain dry and clean for when they are needed.

End of Season - Coaches and team managers on the Registrar's distribution list will be notified by email for turn-in dates and times (typically mid-August). Please wash the blood jerseys and pinnies. Please also inventory your equipment according to the list above and note any items that need replacement. Don't worry there is no penalty... it just helps keep track of what we need to order next year if you inform us of what is needed ahead of time.

Uniforms

The NSA Uniforms Coordinator will send an email letting teams know when their uniforms are ready and where they can be picked up. Each NSA player is assigned their own jersey number when they register for the first time. This number stays with them throughout their NSA career. That number will be ordered for them each time they need a new jersey. The numbers are also assigned according to both gender and age group so that there is never going to be a chance for a duplication on any given team even if they play at a different age level. Many players will ask to switch jerseys – but for these reasons please don't allow them to do so. Please also take special care when you distribute uniforms and make sure each player gets their correct number.

What if one of my players has to replace a uniform piece mid season?

NSA maintains a limited stock of shorts and socks in all sizes. Shorts cost \$9 and socks are \$7.

Jerseys must be ordered and parents can do this directly from the supplier. The jerseys will be shipped directly to their home address. Cost of a replacement jersey is \$13 plus shipping.

Please have your parents contact The Uniform and Equipment Coordinator if replacements are needed.

Practice Schedules

It is up to each team to determine its practice schedule. Typically this is 2 – 3 practices per week in addition to scheduled games. We will be using the NSA website to schedule and reserve practice fields. We encourage you to use the NSA website to post your practice schedule for communication to your team.

Technical development sessions hosted by qualified high school coaches will be available. Our intention is for you to meet at your normally scheduled times, with the coaching staff leading your group on a particular topic, with your team coach(s) participation strongly encouraged.

We also encourage group training sessions with other NSA teams.

Tournament Information and Sign-Up

Teams are encouraged to decide as soon as possible how many tournaments they want to participate in for the season and if any will be out-of-town weekend tournaments. The team manager should discuss with the coach and parents which weekends would be the best fit for most of the team. The cost of tournament entry fees over and beyond the NSA Allowance should be split among players' families. In general all families split the cost of these fees evenly, even if a player will not be able to make a selected tournament. Also, when your team registers for a tournament, the team name should be "Northfield Soccer Association." Details and registration for sanctioned tournaments can be done through the MYSA web site at:

<http://www.mnyouthsoccer.org/tourneys/sanctioned.cfm>

See Appendix C for more information on tournaments and sign-ups.

MYSA Playoffs and State Tournament

The league playoffs (summer), regional playoffs (summer), and the state tournament (summer) are end-of-season events held by the MYSA for teams U11 and above. The league playoffs are a single elimination tournament involving all the teams from the District with the exception of the league winner, who automatically receives a berth to the regional playoffs. The regional playoffs are the next round of playoffs after the league playoffs and consist of games between the league regular season winners and the winners of the league playoffs. The state tournament is a tournament between the regional playoff winners.

It is up to each team to elect to participate in the league playoffs, regional playoffs, and the state tournament. For these tournaments, when a decision is made to participate, the team will be participating in all events if they qualify. The decision to participate is not for each individual event. Registration for these events takes place by opting in or out on the MYSA website on-line score reporting system. It is important to note that even if the team receives an automatic berth to the regional playoffs as league champion, the team still must register for regionals on the MYSA website. Be aware of the deadline posted on the MYSA website. Once this date has past, changes to the decision cannot be made. Teams that fail to make a decision will not be allowed to participate in the events. Teams that register to participate, but do not participate will be fined by MYSA for forfeiting. **The club does not reimburse teams for fines.**

Be sure the team will have enough players for these events. Generally, teams will not be able to call players from other teams. A player can only be rostered on one team, and rosters are frozen at the start of the district tournament. Players on the MYSA roster of one team cannot be rostered on a different team if the team MYSA has them rostered on is participating in playoffs or the state tournament.

NSA does not pay for the costs of league playoffs, regionals, or the state tournament for participating club teams. NSA also does not reimburse teams for referee fees for league playoff games. (MYSA covers the cost of referees for regional playoffs and the state tournament.)

All league winners must have a team manager attend the regional tournament with the player passes and roster to register the team for the state tournament.

Game Scheduling Meeting

Spring/Summer Season

The MYSA usually conducts a game scheduling meeting for each District before the season starts. A team representative must attend this meeting.

Before this meeting, collect from team parents' information on known player absences (e.g., family vacations, school concert dates, etc.). A good best practice is to send out an email to the parents a few days before the scheduling meeting with the absences information you have been given. This will give everyone an opportunity to review the information and provide any additional absences or corrections.

Each age group, gender and competitive bracket is assigned playing nights by MYSA, either Monday/Wednesday or Tuesday/Thursday. At the scheduling meeting, MYSA will provide a listing of games that must be played during the season. This includes exhibition games if there are any. (Please note: MYSA requires exhibition games to be played. They are not optional.) Representatives from each team will be able to determine a game date for the games between their respective teams. Teams with a representative in attendance will be able to schedule games on off nights if both agree. If a team

representative is not in attendance, games can be scheduled by the team in attendance but must be on the MYSA assigned night.

This meeting is very important as it allows teams to schedule games based on the team's availability.

Once the scheduling meeting is complete, the information is sent to MYSA to formalize the schedule. After this date the only changes that can be made to the schedule are through the game reschedule process. However, once the scheduling meeting is complete, it is a good idea to distribute the tentative game dates to the team. This will give everyone an opportunity to put the dates on their calendars and determine whether any conflicts exist that weren't previously communicated.

Fall Season

The MYSA generally does not conduct a scheduling meeting for the fall season. A mandatory coaches' meeting will usually be held in late August. A team representative must attend this meeting to pick-up the coaches' packet for the team. The packet will include the game schedule. The game schedule should be distributed as soon as possible so any conflicts can be identified. If a game reschedule is needed, the coach or team manager must follow the MYSA game reschedule procedures to reschedule the game.

MYSA "Competitive Match Report"

Prior to the first game of the season, the team manager should complete a MYSA "Competitive Match Report". The report can be found at:

<http://www.mnyouthsoccer.org/forms/matchlineup.pdf>

You will include the players' names, jersey numbers, and each player's MYSA registration number (from the player passes). Make several copies of this completed form as one will be given to the referee for each game. You will need to fill-in the top portion for each specific game. This form **MUST BE READY** prior to team check-in with the referee at each game. For home games, a stamped self-addressed envelope must also be provided to the referee to allow the match report to be mailed to MYSA. Mailing labels are included in the coaches' packet. A copy of this form will also need to be turned in at registration for each tournament.

For Each Game

Prior to each league game:

- The HOME team provides the center referee A STAMPED envelope addressed to the District Director (or for some districts, to MYSA) so that the referee can mail in the Competitive Match Report from both teams. Pre-addressed labels will be

provided in the team packet received from the MYSA at the scheduling meeting.

- Each team provides the center referee a copy of the Competitive Match Report with the game number and their team roster information filled in.
- Each team provides the center referee their player passes. (Make sure you get them back.)

If it is ten minutes before the start of your game and no referee has shown up, please call Bob Williams (Referee Assignor) at 507-649-7161 to see if arrangements can be made for a substitute.

Always have pink "Red Card" forms on hand and available at each game. If a player receives a red card, be sure to obtain the referee's signature (who gave the red card). Refer to page 37 of the MYSA rules manual:

http://www.mnyouthsoccer.org/publications/rules_manual.pdf

Make sure the first aid kit is on hand and stocked. Consider providing bagged ice or other means for icing injuries.

Unless other volunteers are assigned, the team manager should set-up and, after the game, retrieve corner flags.

The team manager should provide parents with directions to fields for games and tournaments. Directions to fields for away games can be found on the MYSA website at:

<http://mnyouthsoccer.org/fields/MYSAfields.cfm>

Reporting Game Scores

Teams at the U11 and above level must report their scores after each game. MYSA currently requires both teams of scheduled games to report game scores. The team manager should discuss with the coach who will assume this responsibility. Game scores must be entered into the MYSA website within 48 hours after a match is completed by **BOTH TEAMS. Failure to comply can result in fines. The club does not reimburse teams for fines.**

When you go to the MYSA website to enter scores in the early part of the season, you will be asked about your team's intent to participate in MYSA playoffs at the end of the season. Please discuss this with your team coach and record your choice via website.

<http://mnyouthsoccer.org/hellopage1.cfm>

Game Reschedules

In the event that one of your home league games needs to be rescheduled,

- 1) You will need to contact the opposing coach (or team manager if the coach so directs you) to find a date and time that works for both parties. You should only

reschedule a game to a night that your league already plays its games on (e.g., Monday/Wednesday or Tuesday/Thursday).

- 2) Once so decided, also contact the NSA field coordinator, Bob Williams
NSARefCoordinato@aol.com

Reschedule requests must include the game number, date, time, field and team of the original game, and the requested date and time for the reschedule. Please try to list several options for rescheduling.

Do not assume a reschedule is OK until you hear back from Bob Williams.

The NSA field coordinator will take care of making changes/communications with the referees.

- 3) It is the responsibility of the home team to alert the MYSA – even if the opposing team requested the change. Go to

<http://www.mnyouthsoccer.org/hellopage1.cfm>

and log in under “managers,” using your team password. Then go to “reschedule” and click which game you want to reschedule. You’ll be walked through the details.

- 4) A MYSA game reschedule form must be completed following the instructions on the MYSA form:

<http://www.mnyouthsoccer.org/membership/reschedule.pdf>

The MYSA will send a requesting e-mail to the opposing team, which has to log in and accept the change. Then the MYSA will send a confirmation e-mail back to you that the requested change was accepted.

- 5) Alert your team of the confirmed reschedule.

Questions? Call Bob 507-649-7161

If requested by a non-NSA team, it is possible to reschedule that team’s home game to an Northfield field, which has happened when the other team cannot locate a field for the reschedule. If this happens, the other team will be encouraged to use Northfield referees and to then pay for them at the game.

Review Team Standings

For teams U11 and above, team managers are encouraged to review team standings and posted game results for accuracy at the MYSA website:

<http://www.mnyouthsoccer.org/leagues/standings.cfm>

Snack List

For younger teams especially, the team manager can create a snack list for each game if the parents are in agreement. This sometimes is the high point of the game for the younger players. It can be a great way to bond and hold the attention of players as the coach recaps and discusses the game with the players. Whether to do snacks and signing up can be addressed at the beginning of season team meeting. Again, we encourage the selection of healthy alternatives such as fruit.

Other Team Activities

Remember the goal of your team should be to provide a positive experience for all involved. Having fun and making new friends should be a goal of everyone. Here are a few activities your team may want to consider.

- Organizing a team party to kick-off the season.
- Use the Team Page on the NSA website (However, remember it's the team manager's primary role to provide communications.)
- Collect from willing parents to provide a gift for the team's volunteer coaching staff.
- Have your kids, as a group, volunteer some time in the community or participate in a fun run for charity. It could be a fun way for them to learn valuable lessons about teamwork and community service.
- Organize a team party to close out your successful season.

Appendix A - Clarification of Responsibilities

Here is a list of the responsibilities that should be clarified between the coach and team manager:

- Control of player passes during season
- Control of “Competitive Match Reports’ and pregame paperwork
- Reporting of game scores to MYSA
- Communication to parents (e.g., practice schedules, email notices, canceled practices, directions to fields, game reschedules, etc.)
- Game reschedules
- Advanced registration of tournaments
- On-site registration on first day of tournament (with Competitive Match Report, medical forms and player passes)
- Equipment pick-up and return

Appendix B - Additional Resources

Northfield Soccer Association website: <http://www.northfieldsoccer.org>

Northfield Soccer Team Manager page:
<http://www.northfieldsoccer.org/page/show/502754-team-managers>

Northfield Soccer Association Board of Directors contact page:
<http://www.northfieldsoccer.org/page/show/451770-nsa-board-information>

Minnesota Youth Soccer Association (MYSA) website: <http://www.mnyouthsoccer.org>

MYSA team managers' website:
<http://www.mnyouthsoccer.org/membership/managers.cfm>

MYSA calendar of events: <http://www.mnyouthsoccer.org/calendar.cfm>

- It is a good idea to check the website often throughout the season for updates or changes that may occur.

Forms on the MYSA website: <http://www.mnyouthsoccer.org/publications/forms.cfm>

MYSA Weather Guidelines: <http://www.mnyouthsoccer.org/weather.cfm>

- This also contains a list of allowable vs. non-allowable clothing for cold weather games.

U.S. Youth Soccer :
<http://www.usyouthsoccer.org/>

Appendix C - Tournament Information and Sign-Up

Once your team's tournaments have been identified, the team manager should begin registering for the tournaments. Many tournaments now offer online registration. Be sure to check the registration deadlines for each tournament. Be aware that acceptance is generally given to the earliest registrants. The early season tournaments in Minnesota generally have registration deadlines of April 1st. Early out-of-state tournaments and the State Cup have earlier deadlines.

- It is a good practice to review a tournament's rules before selecting and registering to ensure it will meet your team's expectations. Most tournaments in Minnesota will play shortened games and many will combine competitive brackets and/or ages to fill out brackets when needed. In addition, most tournaments have rules regarding cancellations and, depending on the timing, may not give a refund. Tournaments can also fine teams that register and fail to attend the tournament. **The club does not reimburse teams for fines.**
- Contact the NSA uniforms coordinator if your team is playing in an early season tournament, so your team's uniforms can be coordinated accordingly.
- If your team is playing in an early season tournament, remember to get background checks done early on yourself and your coaches. No player passes will be issued until these are done. Also remember that you will need to accelerate the process for completing player passes for your team.
- Most tournament officials will make an attempt to accommodate schedule conflicts (e.g., your team may request to not play Friday games), but none will make a guarantee. It's best not to schedule a tournament unless you know you can field a team throughout the weekend.
- Be patient. Most tournaments will only send confirmation if you ARE NOT accepted. Some tournaments will cash your check within a few weeks, which is the same as receiving confirmation.

Most tournaments provide a packet of information regarding schedules, fields and any changes made to the original information packets. But the information is usually not distributed until a week or two before the tournament. This information should be communicated to the parents no later than at the first tournament game. **ABOVE ALL, GET THE GAME TIMES COMMUNICATED TO YOUR TEAM AS SOON AS YOU HAVE THEM.**

- Take time and read through the packet and highlight any noteworthy items. Most of the parents on your team will not read the information in the packets, so take a little time and make any necessary announcements to the team. For example, at the state tournament in Blaine every year, it clearly states that the teams are responsible for cleaning-up after themselves. Fines can be levied for non-conformance.

- Include maps to tournament fields.
- Review tournament schedule for conflicts with league play.
- Tournament Check-In: You will likely be asked to provide the following documents when checking in for any tournament. To make your check-in process run smoothly, organize everything you will need for the tournament in a 3-ring binder:
 - A copy of your team's official MYSA roster
 - Player passes
 - Players' MYSA Medical Release Forms
 - Tournament confirmation letter (if applicable)
- Tournament Rules – Be sure to read the tournament rules to determine if any additional documentation or special forms are needed beyond what is generally needed for local tournaments. Examples of extra requirements could include providing players' birth certificates or notarized medical liability waiver forms. When in doubt, having extra forms is better than missing documentation and not being allowed to play.
- Travel Arrangements – When a team is participating in a tournament that will require an overnight stay, the team manager or a parent volunteer should make hotel and transportation arrangements early to get the desired accommodations. Many hotels will fill-up early when tournaments are taking place. Most hotels will allow one person to book a block of rooms.