

# NSSA MANAGER TRAINING 2021

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# NSSA LEAGUES

## TCSL – Twin Cities Soccer League

- Nearly ALL of our teams play TCSL
- TCSL offers NPL (National Premier League)
- TCSL holds Minnesota Cup
- TCSL is part of US Club



# OUR MISSION

To give all youth soccer players a place to belong – one club committed to strengthening character, enriching community and advancing skills through the electricity of competition

# THANK YOU FOR VOLUNTEERING!

- You have an incredibly positive impact on your child, the team and the club
- We NEED you!!
- You are helping to build important relationships!
- You are demonstrating your SUPPORT to your children and your community
- You are helping to build and support our NSSA community by offering the skills and time to create a better experience for everyone.
- You are doing something worthwhile by making a difference in other's lives

# AGENDA

1. Team Manager Responsibilities
2. Team Manager Resources
3. Background Checks
4. Working with your Coach
5. Using TeamSnap
6. Season Calendar(s)
7. Using GotSoccer
8. Important Pieces: Player Passes, Medical Waivers, Contact List
9. Tournaments & Travel Policies
10. Team Fees (Budgets)
11. Games & Reschedules
12. Game Day Procedure
13. Practice Schedules
14. Help!!!

# TEAM MANAGER RESPONSIBILITIES

- Communicate practice and game schedules, including field directions to parents
- Manage team's Got Soccer (TCSL) including roster, game day rosters, and club passes
- Manage TeamSnap – scheduling, communications (emails, texts)
- Reschedule games as needed (including in-season weather cancellations)
- Register for tournaments, complete tournament paperwork and tournament check-in
- Communicate other info upon request of the coach or club
- Track team budget and disbursements
- Encourage positive sideline behavior

# TEAM MANAGER RESOURCES

WEBPAGE: [nssasoccer.org/comp-managers](http://nssasoccer.org/comp-managers)

- NSSA Team Manager's Manual - Please read it!
- Web Links to Processes
- How to Instructions for
  - *Printing Game Day Roster,*
  - *Adding Guest Players,*
  - *Weather-related reschedules*

# BACKGROUND CHECKS

- All volunteers and staff are required to have a background check
- Includes SafeSport and Sideline Sports Certification
- Each team needs at least 2 adults with passes in case something happens to coach
- You should have received an email from SportsEngine (US Club) if your background check needs renewing or pieces are missing

## SPORTS ENGINE PROFILE

Be sure your profile from our Home Page (click upper right corner, click Settings, click Household, click your profile) is connected to our site and has all of the fields complete: cell phone, address, email, birthdate, gender.



# WORKING WITH YOUR COACH

## **Coaches are responsible for:**

- Finding guest players
- Creating itineraries or team activities
- Decisions on training and game schedules

## **Managers can provide input on:**

- scheduling conflicts
- sideline behavior issues
- budget /team fees

## **Please set appropriate working relationship –**

- contact coach during the day, if possible
- if you need to talk to the coach, text or email and set up a time to talk
- coaches have lives, too

# WORKING WITH YOUR COACH

## COACH

- Communicate with managers on a consistent basis
- Communicate with managers on reschedule needs and open dates to reschedule to
- Communicate training schedule to team manager
- Communicate any scheduling changes
- Guest players: Inform managers of any players that need to be added to game day rosters, provide advance notice if possible (especially for TCSL where printed GameDay Roster is required)
- Coaches should be monitoring TeamSnap on a daily/weekly basis to confirm accurate info, player availability and potential guest player needs are known with advance notice

## MANAGER

- Manage TeamSnap – scheduling, communications (emails, texts), payments
- Manage team's GotSoccer (TCSL) including roster, game day rosters, and physical & electronic passes
- Communicate practice and game schedules, including field directions to parents through TeamSnap
- Register for tournaments, complete tournament paperwork and tournament check-in
- Reschedule games as needed (including in-season weather cancellations)
- Communicate other info upon request of the coach or club
- Manage team budget and disbursements
- Encourage positive sideline behavior

# NSSA TEAMS NAP

- Get familiar
- Download the app to your phone
- Roster – ask parents to upload a photo, enter their cell phone number and select cell phone provider so they can get text alerts (esp. game cancellations)
- Schedule – enter the practice schedule and game schedule
- Availability – ask parents to keep this updated so Coach knows who is attending practices and games and to help with tournament decisions
- Messages – use to send emails and alerts to the team and coaches or specific members of the team/coaches
- MOBILE APP: monitor availability



# PRACTICE SCHEDULE

- Team Coach will work with Club Administrator/Director of Coaching to set a practice schedule
- If possible, the schedule will be regular throughout the season but there may be some variations due to field availability
- Team Manager & Coach will receive the practice schedule a few weeks prior to season start
- Team Manager is responsible for entering and maintaining the practice schedule in TeamSnap
- When a field closes, Club Admin will notify both the Manager and the Coach
- Manager contacts team; coaches will reschedule the practice

# 2021 CALENDAR: TCSL

- Blackout Dates Due: February
- Spring Schedule Live: March 19
- Reschedule Deadline: April 2
- Spring Play Begins: April 10
- Spring League Ends: late June or Early July

# USING GOTSOCCER

[nssasoccer.org/comp-managers](http://nssasoccer.org/comp-managers)

- NSSA Team Manager's Manual
- Web Links to TCSL Processes
- How to Instructions for
  - *Printing Game Day Roster,*
  - *Adding Guest Players,*
  - *Weather-related reschedules*

# USING GOTSOCCKER

Manage Roster

Adding Guest Players

Game Day Card

Communicate with Opponents

[GOTSOCCKER LINK:](#)

The screenshot displays the GotSoccer interface for a girls' soccer team. The main section is titled "Girls U18 01 Girls Academy Premier II - Team Player List and Rosters". It includes a navigation menu at the top with options like "Home", "Events", "Game History", "Email Team", "College Search", "Player Suspensions", "Help", and "Log Out". Below the navigation, there are tabs for "Overview", "Team Profile", "Manager", "Coach", "Roster", "Roster History", and "Account Assistance".

The "Roster Creator" section allows users to "Import Players from" a dropdown menu (currently set to "-select an existing roster-") and includes a "Copy" button. A "Roster Created" timestamp shows "12/6/2018".

The main roster table lists 12 players with columns for Photo, L.Name, F.Name, ID#, Jrsy#, Gender, DOB, Date Added, Release, Deactivate, and Status. The players listed are:

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	Date Added	Release	Deactivate	Status
1	Abell	Brooklyn	781C9F	39	Girls	2/26/2001	12/6/2018 11:50:56 AM	Release	Deactivate	P
2	DiGiomo	Isabella	935A11	00	Girls	3/8/2002 (-1)	12/6/2018 11:50:57 AM	Release	Deactivate	P
3	Fabozzi	Rebecca	01GIRLSN5511622197		Girls	9/13/2001	12/12/2018 4:20:01 PM	Release	Deactivate	P
4	Fisher-Nelson	Madison	C43EE8	11	Girls	7/21/2001	12/6/2018 11:50:56 AM	Release	Deactivate	P
5	Gallegos	Jolivia	12B1A8	1	Girls	2/3/2001	12/6/2018 11:50:56 AM	Release	Deactivate	P
6	Grundner	Trista	9B183F	29	Girls	4/17/2003 (-2)	1/11/2019 5:44:05 PM	Release	Deactivate	P
7	Harsch	Adalina	655094	42	Girls	9/20/2001	12/6/2018 11:50:56 AM	Release	Deactivate	P
8	Horsted	Elsa	32890B	33	Girls	3/14/2003 (-2)	1/11/2019 5:44:10 PM	Release	Deactivate	P
9	Kellor	Elizabeth	F13C6D	24	Girls	9/1/2001	12/6/2018 11:50:56 AM	Release	Deactivate	P
10	Kennedy	Isabella	38D72A	57	Girls	9/21/2002 (-1)	12/6/2018 11:50:57 AM	Release	Deactivate	P
11	Nowatzke	Lillian	DC991C	52	Girls	12/18/2001	12/6/2018 11:50:57 AM	Release	Deactivate	P
12	Ouedjigan	Kathryn	FCD1EC	36	Girls	4/15/2002 (-1)	12/6/2018 11:50:57 AM	Release	Deactivate	P

On the right side, there is a "Roster Change History" table with columns for F.Name, L.Name, and Action. It shows a list of player status changes, such as "Elsa Horsted" being activated and "Trista Grundner" being deactivated.

Below the roster, there is an "Upcoming Schedule/Game Cards" section for "Minnesota Girls NPL 2018-19 (12/15/2018)". It lists several games with details like date, time, opponent, and location. For example, "4/23/2019 6:30 PM-10:00 PM" vs "BLAINE SC 00 GIRLS EDT 01 (MN)" at "National Sports Center - Stadium".

# IMPORTANT PIECES

## PLAYER PASSES

- TCSL: League will use GameDay Roster – no physical passes required
- Tournaments may require physical passes, NSSA Registrar will send PDF of passes to managers.

## MEDICAL WAIVERS

- PDFs from me before start of season – print a copy for coach / keep set yourself

**ROSTER & CONTACTS LIST** – TeamSnap & GotSoccer are current

**HELPFUL HINT: KEEP A BINDER TO STAY ORGANIZED**



# GAME SCHEDULING PROCESS - HOME

## RESCHEDULES ARE DONE VIA GOTSOCCER

1. Contact Opponent via Chat Feature on GotSoccer to identify potential dates for reschedule

2. Once you have dates -

Email Club Administrator (Barb):

- *Team Name / Coach*
- *Game No.*
- *Current Date / Time Scheduled*
- *Potential new dates (and time requests)*

3. Club Administrator will provide new date / time /field information

4. TCSL – use [TCSL form](#) to complete reschedule game

5. You will be notified by TCSL once reschedule is complete

6. Update TeamSnap

Game ID	Date / Time	Opponent 1	Opponent 2	Score	Venue	Action
#153	12/9/2018 5:00 PM-6:30 PM	NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	SALVO SC 01G NAVY (MN)	0-8	University of Minnesota Dome	Chat
#152	2/16/2019 8:30 PM-10:00 PM	NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	MINNESOTA THUNDER ACADEMY 01 GIRLS ELITE THORSELL (MN)	2-5	Academy of Holy Angels Turf #1	Chat
#181	2/28/2019 5:00 PM-6:30 PM	ECLIPSE SELECT MN 2000 GIRLS NATIONAL ELITE (MN)	NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	6-1	West St. Paul Dome #1	Chat
#155	3/9/2019 1:30 PM-3:30 PM	EPISC 0001 GIRLS + (MN)	NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	2-0	EPHS Dome	Chat
#190	4/23/2019 8:30 PM-10:00 PM	BLAINE SC 00 GIRLS EDT 01 (MN)	NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	-	National Sports Center - Stadium Turf 9v9 NE	Chat
#148	5/6/2019 5:45 PM-7:15 PM	NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	ECLIPSE SELECT MN 2001 GIRLS NATIONAL ELITE (MN)	-	Southpointe Large NS529	Make Request Chat
#187	5/14/2019 7:00 PM-8:30 PM	ST. CROIX 01 GIRLS ACADEMY (MN)	NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	-	Lucy Winton Bell Complex #2	Chat

# GAME SCHEDULING PROCESS - AWAY

## FOR AWAY GAMES – USING CHAT FEATURE IN GOTSOCCER

- Contact opponent to notify them that you need to reschedule. Provide dates that will work via Chat feature on GotSoccer
- Once you arrive at new dates, your opponent (HOME TEAM) will complete the reschedule procedure with TCSL and you will receive notification that the reschedule is complete
- Update TeamSnap Schedule

# GAME DAY PROCEDURE - TCSL

**Upcoming Schedule/Game Cards**  
Click on the game number to download a printable game card.

**Minnesota Girls NPL 2018-19 (12/15/2018)**

#160	4/23/2019 8:30 PM-10:00 PM	H BLAINE SC 00 GIRLS EDT 01 (MN) A NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	National Sports Center - Stadium Turf 9 <a href="#">Google Map</a>
#148	5/6/2019 5:45 PM-7:15 PM	H NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN) A ECLIPSE SELECT MN 2001 GIRLS NATIONAL ELITE (MN)	Southpointe Large NSS29 <a href="#">Google Map</a>
#167	5/14/2019 7:00 PM-8:30 PM	H ST. CROIX 01 GIRLS ACADEMY (MN) A NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN)	Lucy Winton Bell Complex #2 <a href="#">Google Map</a>

- USING GOTSOCCKER:
- Make sure that your coach has printed “Official” Game Day Card
- Add any Guest Players to Roster for the game before printing Game Day Card.

**TWIN CITIES SOCCER LEAGUES** Minnesota Girls NPL 2018-19  
Web: www.gotsport.com/events/scoring Phone-in: 654-758-9275 Card Generated: 3/25/2019 10:36:51 AM  
Event ID: 65465 PIN: 0118 Suspensions Indicated with red line

Field: National Sports Center - Stadium Turf 9v2 NE Date: 4/23/2019 Time: 8:30 PM  
Girls U19 NPL Game # 100

H BLAINE SC 00 GIRLS EDT 01 (MN) Score: A NORTH SUBURBAN SA 01 GIRLS ACADEMY PREMIER II (MN) Score:

Coach: Phil Pescock  
Manager: Barbara Tuominen

Opposing Team Roster-Hosts: Gotsoccer ID# 614945

ID	#	Name	DOB	Value	Ref	Card
1	761CAF	39 Brooklyn Abel	2/28/01			
2	93DA11	00 Isabella DiGiorno	3/6/02			
3	0201LW6811622197	9 Rebecca Papozzi	9/3/01			
4	800090 CDP	Paige Fahmann	4/12/03			
5	C43856	11 Madison Floris-Nelson	7/21/01			
6	128V46	11 Jonna Galenow	2/20/01			
7	503303 CDP	Trista Grundher	4/17/03			
8	662994	42 Adalina Harsch	9/20/01			
9	800090 CDP	Eca Horsted	3/14/02			
10	F13C8D	24 Elizabeth Keilor	9/1/01			
11	5807A7	59 Isabella Kennedy	9/21/02			
12	0201LW6811622198	Ellie King	3/10/02			
13	02091C	52 Lilian Nowatke	12/18/01			
14	FCD58D	36 Kathryn Oudsgan	4/15/02			
15	16V48B3	44 Anna Rasche	5/20/02			
16	94965B	6 Madison Schroeder	12/23/01			
17	6E1E6B	28 Katian Tuominen	11/20/01			

Team Colors: Blue, White

Home Goals: Final Score: By # Min. By # Min. By # Min. By # Min.

Away Goals: Final Score: By # Min. By # Min. By # Min. By # Min.

Home Official Sign: By signing this report you agree all items reported are valid

Away Official Sign: By signing this report you agree all items reported are valid

Referees: Grade USSF ID Number Instructions/Notes

Center: AR #1 AR #2 Fourth

Cautionable Offense Codes: UB - Unsporting Behavior, DT - Dissent by word or action, PI - Persistent Infringement, DR - Delaye restart of play, FRD - Fails to respect required distance, L - Leaves the field without permission, E - Enters the field without permission

Sending-Off Offense Codes: SFF - Serious foul play, VC - Violent conduct, AL - Offensive, insulting, or abusive language, DGG - Denies opposing team of obvious goal-scoring opportunity, DGF - Denies obvious goal-scoring opportunity to an opponent, S - Spills at opponent, 2CT - Receives 2nd caution

Minnesota Girls NPL 2018-19  
Web: www.gotsport.com/events/scoring Phone-in: 654-758-9275 Event ID: 65465 PIN: 0118 Additional notes on reverse: \_\_\_\_\_

# WEATHER CANCELLATIONS

## GAMES CAN ONLY BE CANCELED IF:

- Fields were closed on game night
- Referee called the game at the field due to weather (lightning or hail)

## IMPORTANT TO KNOW:

- Teams must show up on the field and attempt to play or they will forfeit (fine paid by team)
- Team Managers or Coaches cannot decide to cancel due to weather; only field closure or referee decision on field is allowed
- NSSA community partners try to make decisions about field closure by 1-2pm; you will be notified as soon as we know about field closures

# TOURNAMENTS

- DOC & Your Coach Will Select the Tournaments
- Registering for Tournaments
- Understanding Tournament Rules
- Tournament Check-In Requirements
  - *Player passes*
  - *Medical Waivers*
  - *Going Out of State?*
  - *Permit to Travel (MYSA Only)*
  - *Coach is in Charge of Itinerary and Activities*

## PAYING FOR TOURNAMENTS

- Registration Fees come out of Team Fees
- Travel & Lodging
- Many out of state tournaments have a Play and Stay Requirement
- Coach Reimbursement – NSSA Policy

**Club Name for Tournament Registrations:**  
North Suburban SA instead of NSSA

# BUDGET – TEAM FEES

Once you know the tournaments your team is participating in, you and the coach should set a team budget and collect fees from families.

## **BUDGET INCLUDES:**

Tournament Registration Fees – NSSA included tournament fees in Competitive Fee to cover up to \$500 for 3 tournaments

Coach Travel Reimbursement (see policy) – ALL players are responsible

Team Travel / Lodging – Only players participating are responsible

First Aid Kit & Ice Packs, Laminate for player passes  
(Helpful Hint: Amazon has great prices on ice packs in bulk)

**PLAYER PARTICIPATION:** NSSA policy is that team activities are paid for by the entire team whether or not a player is participating. The exception is that players NOT traveling with the team are NOT responsible for the portion of lodging and travel associated with the tournament. They ARE responsible for Coach Travel & Reimbursement.

# COLLECTING TEAM FEES

- NSSA collected \$100 per player this year to pay for up to 3 tournaments, up to \$500 per tournament
- If team is doing more than 3 tournaments (or doing USA Cup) you need to figure out team budget and collect fees
- You may use your personal account or set up a team bank account
- Many teams use ApplePay, Venmo or PayPal to collect fees
- Track expenses and collect money from parents – BE SURE to include Coach Reimbursement and Per Diem
- Recruit a Treasurer if you'd like help
- WHAT IF SOMEONE IS NOT PAYING? Let me know.

# NEED HELP?!?



- The NSSA Team Manager Manual has everything you need
- Email [barb.Tuominen@nssasoccer.org](mailto:barb.Tuominen@nssasoccer.org) if you are stuck
- Contact Barb if you have an emergency – please be thoughtful about what you consider to be an emergency (especially after 9pm). I am generally available during the regular workday.
- TEXT if you need an immediate answer – 612.418.9070. I will do my best to get back to you as quickly as I can.
- I try to be responsive but I generally only deal with urgent situations on weekends or after 9pm.