**LFSC Competitive Soccer Manager Meeting**

**8/19/2018**

**Welcome**

Thanks to all of you for stepping up to be managers. We realize being a manager can sometimes feel like a thankless job. The club realizes this “volunteer” job takes up your valuable time and we appreciate all that you do for your players and families.

**Role of the Manager**

Managers are administrators for the team, or the coach for the parents’ sideline. They are liaisons between the coach and parents in matters re: practices, games, tournaments, etc. The role of the team manager is very critical to a positive experience for the team. The manager’s role does not include standing on the sidelines at games and/or practices (unless the coach requests).

**Role of the Coach**

The coach is a paid employee of the club.  The coach is responsible for handling issues related to player and team, technical and tactical development, playing time, player attendance, discipline policies, parent complaints, and other issues.

**Team Management Roles**

Manager doesn’t have to do everything if so chooses. You can have other parents take on the following tasks.

* Scheduler - A self motivated parent who will track down other teams who are available for games
* Treasurer – a parent who will keep track of team funds, bring payment for referees, pay for tournaments, and make sure coach’s travel per diem is dispersed before the weekend
* Fundraiser – parent in charge of football pool or other type of fundraising activity
* Field set up – a parent who brings the team tent and/or benches when needed at different facilities or games due to weather, also has first aid kid available
* Hotel Coordinator – a parent who blocks off the team rooms for a tournament weekend
* Social Coordinator – a parent who schedules team meals and activities

**Main Responsibilities of the Manager**

**Team communication**

Managers are responsible for getting information out to all parents via email. Coach should always be copied.

For quick information needing to get to everyone (field closures, last minute cancellations, tournament game time changes) apps like GroupMe and TeamSnap are very helpful.

The Free version of TeamSnap also allows for great scheduling functions, like uniform colors, arrival times, location of fields linked to Maps or Google Maps, as well as organizing contact info available to the entire team and coach. (\*Players should always have alternate jerseys in their bags in case there is a color conflict)

Weekly Schedule Email – Outline the week ahead, training times and weekend games. Include game times, location of games including field number, what color uniforms to wear.

**Team Binder**

The Team Binder stores EVERYTHING - medical releases, birth certificates, and player/parent contracts, player passes, LCSL Score Sheets, any other related team documents needed for a tournament like a travel permit.

Each player has a plastic sleeve with his/her documents. Binder should also contain extra copies of Official rosters, team contacts, tournament info, league(s) info and team record. If teams plan to travel out of state, it’s recommended but not required that medical releases be notarized; there is usually an attorney parent on most teams who will notarize releases free of charge. **\*Remember to bring team binder and player passes every game**

**Team Fees**

2 types of fees for competitive soccer players. Registration fees are paid to the club which include professional training/coaching, LSA dues, field rental and maintenance/equipment***. Team fees*** are paid to the team account and include tournament fees, coach’s travel/per diem/hotel, and referee fees.

Team treasurer should prepare a budget at the beginning of each season. Once the budget is compiled, total fees are divided equally by all team members. Each player’s family MUST contribute to the team budget. Treasurer will most probably have to open an additional account with his/her personal account. The team account should reference the team name and have more than one signatory if possible.

Coaches never get paid twice when attending the same event with both teams. Teams split the costs.

**Coach’s Travel Expenses**

Coach’s money should be put in an envelope and labeled with breakdown (ex – hotel - $160, per diem - $105 and mileage - $67). Coach should receive payment at the last practice before weekend travel unless arranged prior.

* **Per Diem breakdown**
  + Tournaments in metro area (N.O., Metairie, Kenner, Westbank) – no per diem
  + Out of town tournaments - $35 per day for Sat. and Sun.; $17.50 on Fri.
  + LCSL and/or GSPL games in metro area – no per diem.
  + Out of town LCSL and/or GSPL games where hotel stay is required – same as above.
* **Hotels** – Hotel coordinator reserves block of rooms for the coach/team. Parents are responsible for reserving and/or canceling their own reservations. Manager or Hotel Coordinator should always reserve the coach’s room with his/her cc. When coach checks in, he can give the hotel his cc.
* **Mileage** – Coach is paid $.50 per mile traveled. For example, if traveling to Baton Rouge is 70 miles (70x2x$.50=$70), coach would be compensated $70.

UNDER NO CIRCUMSTANCES SHOULD A TEAM MANAGER MAKE A DECISION TO GIVE A FAMILY FINANCIAL ASSISTANCE. ANY ISSUE WITH PAYMENT OF TEAM FEES OR EXPENSES RELATED TO THE TEAM SHOULD BE PROMPTLY REPORTED TO THE CLUB.

**GAMES**

**Out of State -** Any travel outside LA requires travel permit IF playing a USYSA team. Even if playing a friendly.

**Tournaments** – after coach/DOC’s determine which tournaments the team will attend, complete online tournament entry applications ASAP. Visit proposed tournament sites NOW to make sure you register by the deadline. Always check tournament websites before traveling to make sure there aren’t any special documents required. Referee fees are included in the tournament entry fees. Tournaments are sanctioned by two entities, USYSA and/or US Club. Depending on the entity, you need to make sure you abide by the travel requirements imposed by LSA. Any out of town tournament requires a travel permit. GSPL teams can use their US Club passes for US Club sanctioned tournaments. LSA teams will have to request special passes. See the LSA website for travel procedures.

*NOTE: LSA won’t approve any US Club sanctioned event. Manager has to call the tournament director to see if tournament purchased extra insurance to cover non US Club teams. If not teams can still go but they 1) won’t be covered by any insurance other than parents insurance and 2) team must get blank cards from the office. Most tournaments now have both US Club and USYSA apps to host so it’s usually not an issue.*

**LCSL Games, Louisiana Championship Soccer League** – LSA issues its schedule in mid August. Once the schedules are released, it is the manager’s responsibility to review and reschedule any conflicts. For teams who share coaches, it’s advisable to meet with the coach and both managers to coordinate both teams’ schedules. See the LSA website for rescheduling procedures. Every LCSL game has a game card that must be printed and given to the referees before every game. The home team is responsible for reporting scores. See the LSA website for reporting procedures. Referee fees are split between both teams. When scheduling a second game around a league game, the league game must be the first game of the day.

\*\*Teams are allowed to schedule LCSL games inside of a LSA sanctioned tournament, but it must be the first game of the day.

**GSPL Games, Gulf States Premiere League** – GSPL Schedules are available now. Fall play dates were sent out earlier. Referee fees are split between both teams. GSPL referee rates are different than LCSL referee rates. GSPL doesn’t require travel permits.

**Mid South Conference Regional Premiere League –** Formerly SRPL, schedules are available online.

**Louisiana Player Development League, LPDL -** LPDL age groups are U15 (2004) and U17 (2002). Divisions in LCSL are affected by LPDL age groups.

**Training matches/Friendlies** – games can be scheduled any day agreeable with the coach. Although some teams pay for ref fees if teams travel from another city, most teams split ref fees. Teams should try to schedule 2 games at minimum per weekend.

**Suspensions** – all yellow and red cards must be reported. Players/Coaches who receive red cards must sit out the next similar type game. It is the manager’s responsibility to report the suspension and also ensure the player/coach sits out the next game.

**Reserving Fields** – Games played at LA FIRE fields must be scheduled with Jason Dormady, our field scheduler. All schedule requests must be made by the Sunday prior to the weekend you wish to play. Confirmation of your field and refs will be sent by 2pm on the Monday after the request is received.

To schedule games, both league and friendlies, email Jason at fields@louisianafirejrs.com. You must always copy the manager of the opposing team. **IMPORTANT – even though the LSA schedule will show a date/time/field no. on the schedule for games being played at LA FIRE sites, however the manager MUST submit a field request to Jason. LCSL games aren’t actually scheduled until the manager requests the field and receives confirmation from Jason.** It’s the manager’s responsibility to cancel games with the field scheduler when games are cancelled. If not, the team is responsible for ref fees even if the game is not played. **Games must be cancelled no later than 48 hours prior to game time**. The club notifies teams when fields are closed due to inclement weather. When weather is questionable, it’s common courtesy to keep in touch with the opponent’s manager, especially if they are traveling from another city.

**Uniforms** – Uniform numbers are assigned by the office. Each player is assigned a unique number within each age group to hopefully reduce jersey number conflicts when/if players move to another team. Some age groups have duplicate numbers due to number of players in the age group.

**Official uniform** – Training Kit - Navy training jersey, Navy training short, navy socks; Game Kit – White game day jersey, red shorts, red socks OR Red game day jersey, red shorts, white socks. These are the only colors allowed to be worn by any LA FIRE JRS team.

Managers should help coordinate player evaluations with coach/players at the end of each season

**TRAINING**

All teams will practice 2-3 nights per week. Coaches should attend all practices. It is okay for teams to double up during training sessions if both coaches are in attendance.

Teams should stick to their assigned practice times and field assignments. If your team wants an extra practice or to move practice, it is possible upon request. DO NOT disturb other teams practice spaces or show up at the fields expecting to be accommodated. All extra training requests must be sent by email to fields@louisianafirejrs.com

**How to find information**

* LSA (Louisiana Soccer Association, [www.playlouisianasoccer.org](http://www.playlouisianasoccer.org)) has a wealth of information for managers.
  + Under the Programs tab, managers can find information re: Important dates, Play dates, an LSA Managers’ Handbook with info on rescheduling games, game day procedures, reporting info, etc. and information on Club Pass Player procedures.
  + Under the Administrators tab, managers can find forms (including medical release forms) and tournament travel procedures.
* Louisiana Fire Jrs. Website <http://www.louisianafirejrs.com>
  + Under Resources tab - > Forms and Manuals – you can find LA Fire Managers Handbook, LCSL Managers Handbook, Player Contracts, link to LSA forms,
  + Field Cal tab – Field schedule for every available park and field for the entire year
* Soccer in College <http://www.soccerincollege.com>
  + Tournament headquarters for most tournaments, including our Gator Classic, Champions Cup, Big Easy, and Soccerfest (also found on tournaments tab on louisianafirejrs.com)

**Housekeeping and extra info**

LSA background check and concussion course (CDC/Heads Up)

US CLUB background check and concussion course (Impact) -good for 2 years

Teams need to reimburse LA FIRE JRS for entry fees into LSA and GSPL if applicable. LSA $200; GSPL $475 first division and $275 second division.

Teams will also need to reimburse the club $24 per player and $25 per coach and manager for US CLUB cards for GSPL

Since we have mostly returning managers, we’re going to run through the agenda pretty quickly. For our new managers of U11-U13 teams, we will stay afterwards and to go over specific questions or try to provide more detailed info as requested.

Fundraising ideas need to be approved by David Dehoog, Executive Director. No one is authorized to use the LA FIRE JRS logo without approval.

Managers should support the Club, coaches and players at all times