

2020-2021

Team Operations Handbook



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Metros FC
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Welcome Team Manager,

We want to thank you for taking on the role of Team Manager with Metros FC. The job of Team Manager is one of the key volunteer positions within the club. The Team Manager position might also be one of the more challenging jobs within the club. As the name of the position implies, you are indeed a "Manager". You will probably find that your families will count on you to be the main source of knowledge for any events, and to make decisions for the team. Our goal is that your team families experience many rewarding and memorable seasons with Metros FC. You are not alone. We'll work closely to ensure you have the resources to make this happen. Your time and effort is greatly appreciated.

As Team Manager, you have a unique opportunity to help facilitate the flow of information from the club to our member families and from our member families to the club. From the club's perspective, we want to make sure to work together and keep lines of communication open in order to best serve our members. Your role is important to us and we want to provide any support or information you might need to be a success at Team Manager. Refer to the Team Operations Handbook as a general reference guide, and feel free to reach out to the club with any questions you might have.

The Team Operations Handbook contains the collective knowledge and experience of past and present Team Managers. It is generally organized in the chronological order of events that you'll need to work as Team Manager. In addition, there is also a "Frequently Asked Questions" section that is intended to answer many of the concerns you may have. The handbook is an overview only, and some sections are intentionally brief. The club will work together with you through much of this. We'll need you to be the prevailing voice for your Metros FC team, sharing communications to and from the club.

Like any good reference, this document is always adapting with new and improved information. As a member of the Metros FC Team Managers group, you are encouraged to submit ideas to the handbook that you feel will help others better manage their team.

Thank you for your commitment and time in your role as Metros FC Team Manager.

Regards,

Gates Youth Soccer

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Contents

- Team Manager’s Overview 1
 - Delegating Tasks 1
 - Season Chronology 2
- Planning a Season..... 4
 - Risk Management 4
 - Banking 4
 - Program Fees 5
 - Team Budget 5
 - Fundraisers 6
 - Club Resources..... 7
 - Basic Training* 7
 - Goalkeeper Training*..... 7
 - Supplemental Indoor Time*..... 8
 - Coaching and Certifications 8
 - Indoor Field Rental 8
 - Certificate of Insurance 9
 - Managing Team Communications 10
 - Game Changes 10
 - Communications with the Club 12
 - Competitive Division Request Process 12
 - Team Credentials..... 12
 - Game Day Preparation 13
 - For Players*..... 15
 - For Coaches*..... 15
 - Game Day Feedback Form 15
 - Incident Report Form..... 15
 - Concussion Protocol 16
 - Player Medical Release Forms 16
 - Hold Harmless Waiver..... 16

Tournaments.....	16
Metros FC Tournament.....	17
FC Team Formation	17
Club Membership.....	17
Player Evaluations and Tryouts	18
Team Kickoff Meeting	18
Player Uniforms	19
Staff Gear.....	19
General Club Matters	19
About	19
Volunteerism	20
Club Contact.....	20
External Contacts	20

Metros FC Team Operations Handbook



Team Manager's Overview

As Team Manager, you'll be the leader of the team in getting registration completed, coordinating uniform orders, collecting money for team expenses, getting the team registered for league play, communicating game schedules, having the game cards ready for league matches, organizing team entry in tournament play, and keeping the team records. The team records include registration information, family contact information, and player cards. While this may appear overwhelming, and you may be asking yourself, "What did I sign up for?" you can be certain that other Team Managers have had the same concerns. We are here to support you.

So, rule number one is don't hesitate to ask your fellow managers questions and to seek out a mentor, or partner, to work with. There are also resources within the club as well as organizations outside the club which have information you'll need to access.

You should always feel you can reach out to the Metros FC Lead Manager with any questions. The Lead Manager can answer most of your questions, or point you to someone who will have the information you are seeking. You may also contact the Metros FC Program Director with your questions. Don't hesitate to contact a Board Member if you can't find answers to what you need.

Delegating Tasks

As the Team Manager, you're empowered to delegate. Many hands make light work, and while not everyone is willing to go all in and volunteer to be the team manager, it is often the case that you might find other parents who are willing to take on specific tasks. Below are a few items you may want to consider delegating. Some managers choose to do it all.

- **Team Treasurer** – Someone who will collect team funds when needed, keep track of money spent, pay the expenses when appropriate, keep the **team account** balance in check, and interact with the club Treasurer as required. Note we emphasize **team account** as this account should be a separate standalone checking account to serve the needs of the team exclusively. There is more on this to follow.
- **Tournament Coordination** – Someone who will help with the hotel arrangements and coordination with families if your team decides to attend an out of town tournament.
- **Fundraising** – A parent who is willing to step up and coordinate fundraising opportunities for the team.
- **Practice Witness** – A parent (or group of parents) of the same gender as the team who agrees to attend and monitor practice.

Metros FC

Team Operations Handbook



Season Chronology

The following depicts a rough timeline and overview for a typical soccer season. A Team Manager is not responsible for all of the items in the list; however, a team manager will generally have a role as described in the major sections of this document, and one should have at least some familiarity with the sequence of events that occur as the season progresses. A team's staff, coaches, and assistants also have a role here. We encourage managers to reach out frequently, to the team, and to the club. If the club and team staff work together to accomplish these items efficiently, then it will ensure the team is prepared for a fun and competitive soccer season.

- **June-July (end of season)**
 - Coaches reviews (administrative review)
 - Establish determination for returning team members and staff
 - Player evaluations, tryouts, and recruiting for next season and team formation
 - Communicate statuses with the Metros FC Program Coordinator
- **August-September**
 - Begin team formation
 - Player recruiting continues, where necessary (team staff task)
 - Player insurance expires end of August (renewal requires payer registration))
 - New season player-registration opens – Encourage players to enter
 - Consider Fall Soccer league options for non-varsity teams and players (with coach)
 - Organize scrimmages (work with coaching staff)
- **September-October**
 - Indoor season planning, acquire field-time reservations, and define practice/training schedules (with coaching staff)
 - Team and staff establishes budget, discuss fundraisers, seek sponsorships, etc.
 - Ensure your indoor field-time rentals are accommodating holidays and school breaks
 - **Manage team with regular, thorough, and consistent communication**
 - Outdoor scrimmages, and Fall Soccer league play is typically winding down
 - Submit Team Budget to club
- **November**
 - Typical start to indoor training season 08U-13U
 - Teams 14U-19U normally delay start due to the modified or varsity programs overlap
 - Update NYSWYSA risk management passes and SafeSport training for all team staff (with the club). Risk management renewal is a two year cycle.
 - Metros FC internal coaches meeting – **Mandatory** season kick-off and discussion
- **November-April**
 - **Manage team with regular, thorough, and consistent communication**
 - Indoor practices and training commences; indoor league competitions begin

Metros FC

Team Operations Handbook



- Indoor tournaments, indoor scrimmages, etc.
- Manage team funds, indoor field rental agreements and billing
- **December**
 - Indoor practices and training, etc., continue
 - Consider some volunteer time for the holiday season and team bonding
- **January**
 - Submit RDYSL competitive division request application (two week period) – reference **Competitive Division Request Process**. – Normally this application is submitted by the coach. Also see [Team Registration Process](#).
 - Revisit/Register with potential outdoor tournaments for regular season
 - Player uniform-kit orders (with the club)
 - Team bank account statements due – Submit to the FC Lead Manager
- **February-March**
 - Team Credentials - RDYSL team registration and player validation (with Metros FC Registrar)
 - Player validation requires identification for each player (with DOB), a player photo (for the player card), and in certain cases there may be release forms required.
 - Metros FC internal coaches meeting – **Mandatory** opening season discussion
- **March**
 - **RDYSL Mandatory Coaches/Managers Meeting**. Your team will be fined if someone doesn't attend. Meeting details to be announced on [RDYSL web site](#)
 - Preliminary RDYSL match schedules released
 - Open game-change period - No fees apply for **Game Changes**
 - Communicate with your team to manage **Game Changes** when appropriate to avoid player/staff absences, etc. (reference **Game Changes**)
 - Manage **Game Changes** with opposing team's management
- **April**
 - Transition from indoor to outdoor for practice and training (weather dependent)
 - RDYSL team roster and data entry for **Game Day Preparation**
 - Referees fees distributed to team (reference **Game Day Preparation**)
 - Outdoor tournament season begins
- **May-July**
 - **Manage team with regular, thorough, and consistent communication**
 - Early May - RDYSL match schedules freeze – **Game Changes** require a fee
 - Mid to late May, RDYSL regular season matches begin (**Game Day Preparation**)
 - When games begin teams should continue practices and training
- **July**
 - **Metros FC Tournament** – Hosted by Gates Youth Soccer and powered by Metros FC. Volunteer hours are required (reference **Volunteerism**) for success!
- **August**
 - Close of RDYSL season
 - Team Credentials Audit – submit to Registrar
 - Team bank account statements due – submit to FC Lead Manager

Metros FC Team Operations Handbook



Planning a Season

Risk Management

As part of NYSWYSA Risk Management compliance, all of Gates Youth Soccer and Metros FC staff (managers, coaches, assistants, etc.) is required to do the following for individual certification:

1. Complete SafeSport training certification
2. Submit to a background screening
3. USYS Concussion Protocol certification

The club will pay for SafeSport training certification and background screening (up to three per team). Managers and coaches should contact the Metros FC Registrar to obtain the payment access code and online link to access the system.

Coaches, managers or team staff, are not permitted to participate in on-field activities, practices, etc., until Risk Management is approved. NYSWYSA insurance applies only after Risk Management has been approved. For more information refer to the [FC Certification and Safety](#) web page.

Banking

In approximately August-September timeframe, and well before the indoor season kicks off in November, a team should establish a bank account to manage monies collected from fundraisers, sponsorships, donations, team members, etc. This account should be separate from any personal account one might have. It should be exclusively for managing funds that belong to the team, and for paying any expenses associated with the team. Expenses such as indoor field rental, training accessories or equipment, indoor tournaments or leagues, team bonding activities, or any costs that might be associated with the team.

Gates Soccer will not provide team accounts or permit the use of the club's Tax ID number for establishing a team account. The club will not assume the responsibility for numerous team accounts that might possibly become overdrawn or abandoned by coaches or managers who might leave the program. For teams who wish to obtain an EIN for this purpose, we recommend visiting the [EIN Assistant](#) on the IRS.gov website. The application is self-explanatory. In the application it's recommended to select the last option on the second page (view additional types...) and on the next page select sports (community).

Avoid using the team group in the name (i.e., B10U, or GU12), as this will change in the

Metros FC

Team Operations Handbook



following season, instead you could use the birth year (e.g., B2008, or G2012). Ideally, the name associated with the account would be the team name, and also have the Team Manager linked to it. We recommend adding a second person on the account, someone not in the same household, for oversight. Many teams have continued through the program with the same account for up to ten years. Ask for assistance at a preferred banking institution and they should be able to assist with establishing a proper account.

It is recommended that a team manager keep a binder to manage receipts associated with any transactions made on the team account. A manager might also consider keeping copies of any checks received from team members (team dues, fundraisers, donations, etc.), so that those may be easily referenced later. Cash should be carefully tracked, as well.

Please do not mix team funds with personal funds under any circumstance. Any team member should be able to request to see the account status and transactions for the team account, and a manager should be prepared to share this. Teams will be required to provide the club with a statement of the team's account at certain intervals during the season.

Program Fees

Mostly all program fees incurred while participating in the regular RDYSL season are included in the entry fee paid at the time of player registration. This includes membership fees, player insurance, player passes, and league membership fees. The club will manage all of these items and make payment to the appropriate organization where necessary.

Any tournaments or leagues a team chooses to enter outside of the regular RDYSL league games would be considered non-program, and would be at the expense of the team. Any indoor time or training not explicitly provided by the club is at the expense of the team. Same goes for equipment, gear, or any type of practice jerseys, miscellaneous expenses, etc. In general, if it's not a Program Fee, then the team owns it. If there is any doubt, please ask.

Program Fees include referees fees, for the regular RDYSL season matches. However, **referees fees are paid to the center referee and assistant referees (if applicable) immediately preceding a game.** The team will only be responsible to pay referees fees for the team's RDYSL home games. There is a related section in this handbook, Game Day Preparation, where referees fees will be mentioned again.

Team Budget

Ideally a team should have a budget. A Team Budget addresses expenses associated with training, competition, and participation with the team over the course of a season. A Team Budget can vary from team to team, and for different clubs. The team families will need to

Metros FC

Team Operations Handbook



know approximately what their financial commitment might be to participate with the team.

The Team Coaching Staff and Team Manager should meet to discuss what the Team Budget expenses might amount to. A team should consider indoor field rental for practice and training (refer to the Indoor Field Rental section for information about indoor field rentals). A team should consider any potential indoor leagues or tournaments that might be of interest, and a team should also consider outdoor tournaments that might be of interest during the outdoor season May-July timeframe. Also consider a team might want to purchase practice jerseys, or gear and equipment for the team to practice with. And don't forget team bonding parties, or celebrations, etc.

Other sections in this handbook include Basic Training, Goalkeeper Training, and Supplemental Indoor time. They describe programs and training and/or field-time that won't affect a team's budget as an expense, but could help to alleviate some costs, and fortify a team's development program and indoor training schedule. These items are important when figuring a Team Budget and schedule. The Metros FC Program Director works diligently to arrange these programs. The program schedules are typically announced in the October timeframe so that a team might arrange regular team training schedules around them.

The budget per player is a critical number, as the expenses a team will accrue and be responsible for will need to be paid by a team's members, through the Team Budget. Expenses might be paid with member's out-of-pocket payments, or through team fundraisers, donations, sponsorships, etc. Ultimately a team manager should share the budget with the team so that everyone is aware of their commitment to the team. This also leads to discussion with the team pertaining to how the budget might be sustained for the season. This might be a delicate process. A team manager, and staff, should make sure players are willing to stay the course or there may need to be a compromise on some of the Team Budget expenses. **A team must submit a budget to the Metros FC Lead Manager** as denoted in the Season Chronology.

Fundraisers

Fundraisers are one way to acquire money to support a Team Budget. There might be a considerable investment in time and resources to conduct a well-run and profitable fundraiser. In some cases fundraisers might yield very well for a team. Fundraisers are at the sole discretion of the team, and the club will not directly involve itself with this. A team manager should solicit the support and acknowledgement of the entire team before committing to any significant fundraising efforts. In some cases fundraisers might be absolutely necessary to support the Team Budget. Team staff should be up front with this discussion while establishing the Team Budget.

Metros FC

Team Operations Handbook



If a team should require tax related documents, such as a W-9 form for any sponsorship donors, then a team should contact the Gates Youth Soccer Treasurer to obtain one. The club will provide receipts for donations if they are made directly to the club, and in this case the club would provide the team with the full amount of the donation. If a donor is requesting a receipt, then be sure the donation is made to the club. A team should be sure to document any fundraisers to record earned money, and also record any team expenses towards the fundraiser, if applicable.

Club Resources

The club's expectation is that team staff, coaches and assistants, will encourage players to fully utilize Club Resources, with the intent being to develop each and every player. The club is providing Basic Training, Goalkeeper Training, and Supplemental Indoor Time in order to support the development of players. We expect coaches to further develop players in the context of the training that would occur in your team's sessions.

A portion of the funds supporting Club Resources are subsidized from player registration fees. A majority of the funds supporting Club Resources are subsidized from Metros FC Tournaments, which are hosted by the club throughout the season and powered by Metros FC and **volunteers**. In the future, the club expects player registration fees may increase incrementally in order to sustain and improve upon the player development program provided with Club Resources.

Basic Training

The club seeks to provide Basic Training to players during the approximate period between November-April. Basic Training is a development pathway offered to players in addition to the training occurring with the regular team. Basic training will be led by a qualified high-level outside coaching resource. Although players may be grouped with their team for Basic Training, there would possibly be overlap with players from other teams and/or gender in the similar age group. We recommend that players attend this programming to develop technical abilities, training habits, and behavior attributes for enhanced performance. Dates and times for Basic Training will be managed by the Metros FC Program Director and announced prior to the indoor season.

Goalkeeper Training

The club seeks to provide Goalkeeper Training for players who express an interest. This would include group training sessions led by an in-house resource. This training is intended to introduce and reinforce goalkeepers with exercises and techniques used in defending the goal. This is not a replacement for advanced and regular high-level

Metros FC

Team Operations Handbook



goalkeeper training. Dates and times for Goalkeeper Training will be managed by the Metros FC Program Director and announced prior to the indoor season.

Supplemental Indoor Time

Mature teams with seasoned coaches would be allocated blocks of indoor field time for use at their own accord. Supplemental Training Time is intended to compliment whatever training regimen and/or indoor time those teams might already be committed to. For example, the club may allocate several blocks of half-field time to a team for their own private player development and training. Players from mature teams would not likely be participating in Basic Training. Dates and times for Supplemental Indoor Time will be managed by the Metros FC Program Director and announced prior to the indoor season.

Coaching and Certifications

Gates Youth Soccer encourages all staff members to consider the US Youth Soccer Grassroots License Pathway. You should create an account with the [US Soccer Learning Center](#) and complete the free coaching certificates as soon as possible. They are highly recommended. Send us your certificates! The club will send notifications for more advanced in person Grassroots courses as they become available. We'll reimburse coaches who show the commitment to stay the course with Gates Youth Soccer. Contact us for more information.

Indoor Field Rental

The indoor training season typically begins in November. The date is by no means a formality, however with the daylight waning, and the weather might be getting uncooperative, a team will eventually find it necessary to move indoors for practices, training, and play. There are several indoor venues scattered about the Rochester area from which to choose from. The location of a venue might be important for team members. Field rental cost per hour will likely be an important consideration for the Team Budget. If there is any uncertainty about where to begin with research for indoor field rental, then please contact the Metros FC Lead Manager, or ask a veteran manager or coach for advice or recommendations.

Keep in mind there are many athletic clubs (not only soccer) in the Rochester area who will be seeking to rent indoor space for player development and training with their teams. Therefore, indoor time scheduling should be a priority item to discuss with team members and staff during the August-September time frame to establish general availability. Consider this well before it is time to begin indoor training, or else it may be difficult reserving consistent time blocks for a team to practice in, given the limited indoor fields and availability.

For example, a team's considerations might include practice every Wednesday, from 6:30-

Metros FC

Team Operations Handbook



7:30 PM. There might be only a few venues who might offer to reserve this spot. Or, a team's considerations might include longer blocks of time, perhaps 6:30-8:00 PM for example. Then the cost will scale with the longer duration of the session. Some venues might offer a better rate for later time slots on certain days. Duration of the training sessions, time of day, and availability versus cost, these are all considerations for a Team Budget. Do the research!

While shopping for venues, take into account the dimensions of the field and space in order to be sure a team and staff has an adequate area to work in. Also be aware of ceiling height, and the surface type, or if the field is boarded or not. All of these characteristics can play into the pricing for the field rental. Smaller restricted spaces can be useful for certain types of training. Larger open spaces might be more desirable for game-play and scrimmage type practices. Some teams may want to divide their training between both types.

A team might want to consider sharing field-space with another team in order to manage the cost. A full-field rental can be expensive, and if a team wouldn't use the space efficiently, then it would be wasted. Some venues will rent half-fields at a slightly higher hourly fee, versus if a team were to rent the entire field. Some venues will refuse to split a field if there is not an occupant for the other half. In any case, if teams are sharing a field, then establish an agreement for the costs and payments so there are no misunderstandings about who is responsible for the contract. If a team can agree to share field-space with another Metros team, then it might shave some funds off the Team Budget.

Another consideration in regards to indoor time rentals would be holidays and school breaks. In some cases a venue might schedule a time-block very close to a holiday. Some teams will accept it. Others may not. It's up to the team members and team staff to agree if the team will practice on the day after Thanksgiving, for example, or January 1. If a team is unable to attend a practice session, then it might be possible to swap sessions with another Metros team. In general, most venues will have a stipulation requiring advanced notice for cancellations, otherwise the team will be charged. If a team cancels a practice for inclement weather and the facility remains open, then the team would be charged. Be sure the policies are clear and understood.

Certificate of Insurance

A COI would be required by any venue where the team might practice, or participate in indoor league play or indoor tournaments. The club obtains COI for many of the venues where Metros FC teams might be participating. Make all requests for COI to the club registrar. If it's not one the club already has on file, then some additional information might be required, including the name and address of the venue and a primary contact name and telephone for the venue. COI's might require up to a week to obtain. Be sure to check with the Club

Metros FC

Team Operations Handbook



Secretary for a valid COI or else a venue may refuse to let the team participate in activities.

Managing Team Communications

Communication with your team members is an important component to managing a successful season and team operations. Managing schedules, practices, training, league matches and tournaments, all of this requires keeping a team up to date and informed so that things will continue to hum along nicely. A strong and efficient chain of communication will be a valuable asset.

The club uses SportsEngine to host the club's main web site, and web pages for each FC team where team staff has access to some very useful tools to assist in managing a team. When players register for the season, the club's website manager will build a Metros FC team in SportsEngine, and then share the information with the team. Team members would download an app that will greatly streamline a team's communications. The Team Manager (and staff) would have access to edit and publish schedules with notifications, RSVP tracking, and more. The app includes integrated chat messaging and email messaging too. All team management and communications are under one app on each member's smart phone. You'll find the SportsEngine app to be very useful for managing schedules and communications with your team. The SportsEngine app is free for Metros FC members to use.

The SportsEngine app is available on the App Store or Google Play and will keep members connected to their team. Members can quickly check and edit schedules, manage team updates, plus message other members on the team. Staff members receive heads-up from players about practice. The app can record scores & stats, with photo and video sharing too. Check the Metros FC [Team Staff](#) web page for more information about the SportsEngine app, or contact Gates Soccer with any question.

Of course, teams may choose to communicate by whatever means they might prefer. The point is **regular, thorough, and consistent communication** is what team members should become accustomed to. Anything less and a team manager might become frustrated with having to repeat critical information again and again, or worse find their team members never seem to be in sync. On a related note, sometimes the communication won't always go both ways. No matter what means of communication a team chooses, be sure to set an expectation for two way communication with the team members.

Game Changes

Game Changes is referring to changes made to the team's league (RDYSL) match schedule. There could be many reasons for a game change. Perhaps a good number of the team's players are away on a school field trip. Or maybe there is a school event, choral concert,

Metros FC

Team Operations Handbook



musical, or science fair that a portion of the team might be participating in. Consider schedules for scouting, dance recitals, martial arts, or anything else the team's players might be participating in. Players and team staff should provide input here. If the team is missing a *significant* number of players, then consider changing a game. If only one player might miss a game, then it might not be necessary to move a game. Consider the number of players required to safely avoid a forfeit. Missing one or two players might not warrant a game change. Also consider team staff availability for each match!

When RDYSL publishes the preliminary game schedules, it's time to review all of the players' schedules and team staff schedules to make sure all dates are viable. If some game date is not acceptable due to missing a critical number of players or staff, then it would be necessary to initiate a Game Change. There is a short period of time where game changes can be implemented without a charge. Once the schedules are frozen, there is a significant fee associated with any game change.

Before initiating a game change it should first be determined if it is a home or away match to be changed. Home games require home field availability for the alternate date. First determine a few dates which might be viable for the new game date. Viable dates would be those on which a home field is available for the entire block of time required for a game. Consider a backup date as it might be necessary in the case where the visiting team might have a conflict, and then it would be necessary to suggest an alternate. Check with the Metros FC Field Coordinator to verify field availability.

After determining alternate dates and/or times for the home game, then contact the visiting team manager/coach to inquire about the new date. Contact information for all teams (coaches and staff) will be available in the [RDYSL match schedule](#). Once a new date is agreed upon, then a [Game Change form](#) must be submitted. A Game Change form must be completed by BOTH teams, indicating the agreement on the new game date and/or time. When the form submission is approved, the online schedule will be updated to reflect the new game date.

If it should be necessary to reschedule an "away" game, then kindly contact the opposing home team to inquire about the possibility of a game change. The opposing home team would then instantiate a similar process to determine field availability on their end. When a date is agreed upon the same steps to submit game change forms would apply for the away game.

Game Changes are tedious, in general. Consider that several participants on each team, be it players or staff, are affected by a game change. It may be necessary to remain patient and work together to achieve a compromise. A team may be seeing the same opposing teams and staff repeatedly over the period of a few seasons. Consider this always while attempting to appease both sides. Reach out to the FC Head Manager or FC Program Director with any

Metros FC

Team Operations Handbook



questions.

Communications with the Club

The club will maintain a SportsEngine “staff team” to include all Metros FC team managers, head coaches, assistants, etc. Through the “staff team” the club will manage a calendar of events for team managers, coaches and staff. On this calendar we’ll put reminders for 2-3 mandatory meetings mentioned in the Season Chronology. We’ll also add events, for example, the date on which the Team Budget is due to the club, or the dates on which the teams’ account statements should be submitted. The club will communicate with team staff through SportsEngine, and team staff can communicate with the club, as well.

The club also maintains an email distribution list from which we might send notifications and reminders to all staff. All team staff should expect to be added to this list too. Soon enough team staff will know who to contact for answers to any questions. One can also view the [Board of Directors](#) page on the web site to find contacts and names for various roles. Teams may communicate with the club by any of these, and someone will respond promptly. We expect team staff will respond to club emails and messaging, as well, if a response is requested.

Competitive Division Request Process

The [RDYSL division request](#) process typically occurs in January. This is a time sensitive application process through which the team staff would submit an assessment of the team’s strength and ability to play competitively in the league. This application would typically be submitted by the coach, or with specific input from the coach, at the very least. The application form itself is hosted on the [RDYSL web site](#).

The application itself is self-explaining. Detailed information is required to drive the process of division selection for a team. Be sure to cite examples and concrete reasoning as to why a team should play in a certain division. A more detailed description is preferable, as the RDYSL committee will use this information to decide the final team placement. The final decision for division placement is at the discretion of RDYSL committee.

The Metros FC Travel Program Director will follow up with each team to be sure this process is completed before the deadline. Teams not submitting applications will become ineligible to participate in the RDYSL season. The application itself is a form on the [RDYSL website](#).

Team Credentials

Team credentials include player passes, and a certified roster. Player passes serve as identification for a player. A certified roster serves as identification for the team, including any

Metros FC

Team Operations Handbook



staff. Risk Management passes serve as identification for team staff members. In order to compete in RDYSL a team must possess valid Team Credentials. Most tournaments a team might enter will also require Team Credentials. The Team Manager works closely with the Metros FC Registrar to obtain the Team Credentials. The following section describes key concepts to understand for obtaining Team Credentials.

Player passes must be renewed and validated for each season. A new player pass must be validated with proof of the player's date of birth (DOB). A valid RDYSL player pass from the immediately preceding season can be used as proof of DOB for the current season. Other valid forms of identification for date of birth include a certificate of birth, passport, or a driver's license. The player's name on the player pass must match **exactly** with what appears in the identification. The only exception is middle name or initial which will not appear on the player pass.

A Team Manager will need to collect a valid identification form with DOB for each player. A legible paper copy is fine. The Metros FC registrar will accept digital scans or photos of the ID provided it is legible when printed. Please take care to capture well-lit and in-focus copies of any documents. When members register for Metros FC, they should enter the proper name of the player into the registration form, same as it appears on the player's ID.

Player passes require an up to date photo of the player. Player photos should be captured and submitted using the team's SportsEngine app. Please make sure the photo is a clear head shot (from shoulders up). No hats should be worn in the photo. Eyewear should only be worn in the photo if the player requires the eyewear to participate. Parents can capture their own player's photo using the app too. Some Team Managers prefer to do this their self, or delegate to another parent. For exact details pertaining to the player pass requirements, visit the [RDYSL web site](#). You may also contact the Metros FC Registrar with questions.

We recommend collecting DOB forms and player photos as soon as possible. Once the required documents and photos are collected, then you should contact the Metros FC Registrar to begin the process of obtaining Team Credentials. The Metros FC Registrar will generate player passes and rosters for a team, which will be validated and finished by the RDYSL registrar.

Game Day Preparation

This section is referring to RDYSL matches. On Game Day a team must present two (2) copies of the game-day roster along with the original player passes to the game official(s). The home team must pay the game official(s) prior to the start of the match. If any of these items are omitted at the start of a game, then your team would be fined. In a worst case, a match would

Metros FC

Team Operations Handbook



be forfeited, and a very large fine would be lodged against the team at fault. This section describes Game Day Preparation and requirements.

Game Day Rosters are not the same certified roster obtained from the RDYSL registrar. Game day rosters are generated by first entering the team's data on the RDYSL web site, to populate a form, under the team's account ID. This initial data entry required to generate game day rosters includes team staff names, and player names and player ID numbers. This information appears on the certified roster provided by the RDYSL registrar. It is typically entered by a Team Manager, well before the start of the season. The data need to be entered only one time per season. The initial data entry is time sensitive, and monitored by RDYSL, and by Metros FC Program Director. Reminders will be sent to all teams, along with [specific instructions](#) to complete the initial data entry.

Prior to each match (home and away) a manager will print two (2) copies of the game day roster to be submitted to the game official(s). Some managers prefer to print all of their game day rosters (twelve games, 24 rosters) before the season begins and place them into a binder for easy access. Note, if a game changes (time, date, location, etc.), then new game day rosters would have to be printed for the affected match. In any case, make sure the game day rosters line up with the date and time, and the game identification number, for any particular game.

Along with the **Game Day Rosters**, a team will also need to submit **Player Passes**, and the team staff **Risk Management** passes (RM) to the game official(s). The **Player Passes** together with the **Game Day Rosters** and **RM** comprise the **Team Credentials** for a match. The match official will keep one copy of the team's Game Day roster, and present the second copy to the opposing team. The match official should also present the teams with one copy of the opposing team's game day roster for record keeping. The referee will hold the player and RM passes until the end of the match, and will return them to the manager immediately following the completion of a match. Be sure to not leave the venue without recovering the player and RM passes.

In order to facilitate the **payment for RDYSL match officials**, Gates Soccer will provide teams with a bank check in the amount to cover six regular RDYSL matches. The manager should cash this check and acquire the correct denominations of currency to divide into what is required for six matches. If the team's age group uses assistant referees (AR), then be sure to split into the exact amounts for each official. Referees will not make change and are instructed to delay the start of game until they receive proper payment. We recommend preparing envelopes with the correct payment amount for each game official and labeling the envelopes appropriately for each match (e.g., AR1, AR2, and Center Ref). **A team need pay the referees only for home games.** Referees' fees will be posted on the [RDYSL web site](#).

Metros FC

Team Operations Handbook



For Players

Remind players to bring their full uniform for every match, including alternate jersey for all games. One never knows when the team might have to switch jerseys to avoid some conflict with the opposing team. Shin guards providing an appropriate level of protection are required. Shin guards should be covered by the socks. Soccer cleats must not have removable spikes and no metal anywhere (not baseball or other illegal spikes). No wristbands, watches, jewelry, would be permitted except when approved by the match official. Refer to [RDYSL rules](#) for details regarding all of this.

For Coaches

A home team needs to provide a game ball for home games. The club will purchase and provide one game ball for each Metros FC team. Some coaches prefer to have two game balls on hand for a game, to avoid chasing balls into the woods, over a fence, or for other mishaps. Be sure the game balls are in good condition and properly inflated. The referee will request and inspect game balls from the home team before start time.

The home team is responsible for field corner flags. The club will provide (loan) a set of four corner flags to each team coach at begin of the season. The team staff is responsible to see that corner flags are installed prior to the match. Fines will be incurred by a home team for missing flags. Refer to [RDYSL rules](#) for details regarding all of this.

Game Day Feedback Form

Game day feedback forms are an important tool used by RDYSL for the purpose of monitoring the performance of match officials. Metros FC strongly encourages team staff to submit game day feedback forms within twenty-four hours of a completed match. The form submission should include detailed and constructive criticisms of the match officials' performance. The form should also be used to indicate the officials' strengths. The feedback data is collected and used by the Referee's Unit to instruct, and train, and encourage officials to improve. Game Day Feedback forms will appear as links in the RDYSL match schedules published for a team.

Incident Report Form

Gates Youth Soccer requires an incident report form be filed for any case where a member sustains an injury that requires immediate medical attention, and also in the case where perhaps a player reports and injury after the fact. An [Incident Report Form](#) is available on the website [Staff Resources](#) page to submit a report for any injury occurring during a Gates Youth Soccer supervised event. Submitting this form will notify the club via email that a report has

Metros FC

Team Operations Handbook



been logged. A club representative will follow up with team staff.

Concussion Protocol

Refer to the USYS Concussion Protocol link on the [FC Certification and Safety](#) web page for a detailed description of the Concussion Procedure and Protocol. In all cases where actions might lead to symptoms of a concussion, a player may only return to play after having been cleared by a medical doctor. A [Concussion Return to Play Release Form](#) must be submitted to the Club Secretary before a player may resume participation.

Player Medical Release Forms

Player medical release forms are automatically generated from the player registration entry form. Teams should carry Player Medical Release forms for the duration of the season. Player medical release forms may be obtained by email request submitted to the club registrar.

Hold Harmless Waiver

While under the current restrictions imposed by the COVID-19 pandemic, a Hold Harmless waiver is completed by each player upon entry and registration. Completed Hold Harmless waivers are kept on file and may be obtained by email request submitted to the club registrar.

Tournaments

With the exception of the Metros FC Tournament taking place in July, competing in tournaments is at the discretion of the team and coaching staff. Some teams will choose to participate in two or three outdoor tournaments taking place in the April-July timeframe. Coaches and team staff should discuss any opportunity to participate in local tournaments, or whether they might want to travel outside the local area to compete elsewhere, perhaps with an overnight stay. Teams are left to their own to schedule and organize their attendance in tournaments.

A list of Rochester area tournaments is published on the [RDYSL website](#). A full listing of all NYSWYSA sanctioned tournaments, including those hosted from clubs outside of the general Rochester area, are listed on the [NYSWYSA web site](#). Tournaments [outside of the NYSWYSA region](#) can be found with your favorite search engine.

You should notify the Metros FC Program Director and the Metros FC Registrar if you are planning to participate in any tournaments outside of the Rochester area. Most tournaments will require Team Credentials and release forms to accept your team entry and to participate in a tournament. Be sure to inquire early with Metros FC staff as well as the staff for the

Metros FC

Team Operations Handbook



tournament you choose to participate in. Make sure you have the appropriate documentation. Expenses for tournaments are on the **Team Budget**.

Metros FC Tournament

The **Metros FC Tournament** is one of the primary sources of revenue from which the club supports the Metros FC player development program and any training offered to players. For this reason, **all Metros FC teams are required to participate in, and host, the tournament.**

Member families are expected to log volunteer hours during the tournament. Failure to meet this requirement would result in a fine against the team. Servicing this event helps the club keep tournament expenses down and directs more funds to the player development program in the following year. There will be many communications regarding the Metros FC Tournament as the date approaches.

We take pride in the **Metros FC Tournament** as it is one of the most notable classic travel soccer tournament events in this area. This event attracts competitive teams from the local area, as well as Buffalo and Canada too. Competitive divisions in this tournament are determined by enrollment and although we do attempt to balance them the best we can, if you want to see a specific team in this event, then the administration encourages you to spread the word and encourage them to enter.

FC Team Formation

Club Membership

In general, the club may accept new members at any time during the seasonal year. Membership in this definition is indicating a player has the appropriate insurance to participate in club activities, and the club has the appropriate waivers recorded and the membership is recorded. Players may have membership in one or more clubs, but may only participate with one team for RDYSL play. You should inform the Metros FC Program Director and the club registrar to make arrangements for new players to register after the period of open registration has closed.

Although RDYSL rules prohibit the addition of players on a team's competitive roster after a specific date, new members may join and train with a team at any time during the year. For Metros FC teams this would require the approval from the head coach for the team, as well as an appropriate registration with the club. During a season it would not be proper etiquette to invite a player from another club team, internal or external, without first having an appropriate discussion with the player's parent or guardian, as well as the player's current

Metros FC

Team Operations Handbook



team manager or coach.

Player Evaluations and Tryouts

Metros FC would typically host tryouts in mid to late July, and through mid-August, for newly forming teams as well as teams that will remain together for the next coming season. The club will announce formal tryout dates and locations for initial tryouts. Current members would be notified by the club to pre-register for tryouts. Coaches may decide to host additional tryouts as necessary, occurring after the formal club dates.

Tryouts are required for all children, even those currently on a travel team. Players will be evaluated by the team's coaching staff during the tryout process. Coaches and staff are expected to conduct an organized, fair, and unbiased tryout and evaluation.

Unfortunately, not all children that tryout for travel soccer teams are selected to play on a team, although Metros FC tries to place as many children as possible. Children that are not selected to play on a travel team are able to play in-house soccer provided they are the appropriate ages. Children selected for travel teams would join the team for the fall and are automatically qualified to continue through the new season with the team. Some teams may have openings in the spring due to children that choose to pursue other interests.

Following tryouts, coaches are expected to notify players promptly of their status, whether or not they make a team, or whether there are enough players to form a team. Accepted players should be given a reasonable window of time within which to accept or decline their position. If no response is received within the time allotted, then it should be assumed they are declining the offer. Coaches should perhaps move on to the next player offer. Rejection letters should be carefully written and should always encourage a player to improve and return again in the following year. Keep in mind these are children, and the goal is to develop players. There are sample letters for accept and no-offer in the [Coaches' Resource](#) page on the web site (SportsEngine account login required).

Team Kickoff Meeting

The Team Kickoff Meeting is quite possibly one of the most important meetings the team staff might host during a season. It can set the tone for the months going forward, and it might be the very first time to sit formally with some of the new members of the team. Be sure to prepare an organized meeting agenda and summary to share, and be sure to address key points mentioned in this handbook with respect to Banking, Team Budget, Fundraisers, Club Resources, etc. There is a sample meeting outline on the [Coaches' Resource](#) page (SportsEngine account login required).

Metros FC

Team Operations Handbook



This is also a meeting where the coaching staff should share their coaching philosophy and the expectations for players and parents with respect to training, behavior and discipline. Also share expectations for two-way communication, any preferences for email versus phone, etc., and the time of day when it's most reasonable for someone to expect a response from the team staff.

Give team members plenty of opportunity to speak up in this meeting. Some questions are better answered in the attention of a physically present group, rather than having to discuss over email or other chat. Of course, questions can be deferred to respond later if it's reasonable to do so. Ultimately the team staff should leave this meeting with the sense that team staff, and members and families are all on the same page and ready to begin a stellar season.

Player Uniforms

Metros FC player uniforms will be obtained through one specific vendor. This is currently an item under consideration for some changes. If you have questions regarding player uniforms please contact the Uniform Coordinator. The Uniform Coordinator contact information appears on the [club web site](#).

Staff Gear

FC coaches should wear Metros branded gear and always appear professional when participating with the team for any purposes. The club will provided branded shirts for team staff members at least one time during the season. On the club website there is a link to an online store where you can purchase gear from a current vendor. If you have questions regarding staff gear please contact the Uniform Coordinator. Contact information appears on the [club web site](#).

General Club Matters

About

Since 1975 Gates Youth Soccer League is a 501(c) (3) Non-Profit Organization in Rochester, NY. Gates Youth Soccer programs include Travel Soccer and House Recreation Soccer leagues for boys and girls ages 5 to 19 years. Youth players residing in any of the neighboring towns are eligible to participate. We provide programs with a focus on sportsmanship, skills development, and fun.

Metros FC Team Operations Handbook



Volunteerism

Gates Youth Soccer is a volunteer organization. Volunteers are essential to the continuous improvement and long term success of Gates Youth Soccer and the Metros FC programs. The Club relies on volunteers to conduct many of the activities necessary for it to exist.

Each Metros FC family is expected to volunteer during the Metros FC Tournament. Volunteering at the tournament can include Field Marshaling, Parking Lot Duty, and other important duties.

There are many other opportunities to volunteer throughout the course of a season. The club hosts summer recreation soccer programs where volunteers would be appreciated. Please let the Club know what volunteers can offer or where volunteers would like to be involved.

Club Contact

There is no physical address for the club. The club mailing address is

Gates Youth Soccer League, Inc.
2117 Buffalo Rd Box 191
Rochester, NY 14624

For general email inquiries: info@gatessoccer.org

Gates Youth Soccer Web Site: <http://www.gatessoccer.org>

Club contacts and the [Board of Directors](https://www.gatessoccer.org/board) are listed at: <https://www.gatessoccer.org/board>

External Contacts

Rochester District Youth Soccer League – [RDYSL](https://www.rdysl.com/)
<https://www.rdysl.com/>

New York State West Youth Soccer Association – [NYSWYSA](http://www.nyswysa.org/)
<http://www.nyswysa.org/>