

# CLUB ITALIA

## GUIDELINES FOR CLUB ITALIA TEAM MANAGERS

Revised 2005

The following information is intended to assist CLUB ITALIA teams (coaches, parents and Team Managers) in many of the non-coaching responsibilities. It is important to note that each team may choose how they handle many of the tasks included, but that each task is done and that the person responsible knows what needs to be done and when. It is also important that the Team Manager and the Coach work together to identify who is doing what (for the benefit of the entire team).

### **WHAT IS A TEAM MANAGER?**

This may be one or two parents that share the responsibilities of much of the team management and administrative duties. The job may involve many tasks that must be completed in order for a team to participate in games or tournaments. This person must be aware of the finances, tournaments, uniforms, lodging and necessary timelines for each.

It is also very helpful that the Team Manager(s) are able to work closely with the coach and the parents.

### **WHEN DOES A TEAM PICK A TEAM MANAGER?**

A Team Manager may be selected (asked by the coach) or volunteer after reading the guidelines/job description. This may happen prior to the first parent meeting, after the teams have been identified or after the first parent meeting. Ideally, the Team Manager could accomplish a lot at the first parent meeting if they were identified ahead of time.

### **HOW MUCH TIME IS REQUIRED OF THIS JOB?**

This usually varies according to the Managers previous experience and whether or not responsibilities are shared or delegated. Some Managers have identified timelines from the previous year and know what has to be done and when. The broader answer is that the responsibilities last the entire soccer year, and that some months are very busy while others are not.

## **FIRST TEAM PARENT MEETING/FALL**

If the Team Manager has been identified, they may want to initiate the first communication (along with the coach) in order to let parents know what will take place at the meeting. It could include information about uniforms, tournaments (with dates) that are for team consideration, anticipated expenses, and what the schedule "may" look like for the team. This is also a good time to designate one person to be the email contact for the team, preferably not the coach. It will give the parents a "feel" about the team and what their commitment will be. It is also a good opportunity for the parents to learn more about the coach(es) and the expectations as well as how they can help throughout the year. Players need a school (or other) photo for the player pass card so this meeting is a good time to bring them since they may have just had them taken at school.

Financial issues need to be addressed up front with the parents. It is best if possible to collect as much money in advance so that you do not need to make repeated contacts. Tournament fees will need to be paid early.

## **COMMUNICATIONS**

There are a variety of ways in which teams communicate. What is very important is that ALL parents receive the SAME information, whether or not they attend a meeting a practice or a game in which information was given out. Sometimes the coach will send out a newsletter or a flyer, or the Team Manager can do this after getting information from the coach. All decisions that are made should be in writing in case any problems/concerns come up later. In cases where a player may live at 2 homes, you will need to have the names/addresses of both parents and be sure that they are both receiving all information. This is especially important in the case of practices and game schedules.

It is extremely helpful if the team is able to identify a calendar of events for an entire month ahead of time (or longer if possible). As families attempt to plan vacations, it is difficult to do if they are not aware of games, tournaments or camps. If a coach knows in advance that there will be a block of time with no activities for the team, this is also very helpful to families.

Another helpful item is to develop a "phone/email tree" in the event of a change of schedule or if information needs to get out quickly. This can be done at the first meeting also. Teams should designate one parent to be in charge of communications (calling/emailing). This does not need to be the Team Manager.

Each family should have a list of the names, phone numbers and emails of all team parents. This list should include the names of the players.

## **FINANCES**

It is difficult to establish how much a team will need to collect from parents. Fund-raisers are an effective way to help lower the amount that parents will have to pay. Parents are responsible for the purchase of the player uniform (which ranges from \$65.00-\$125.00). Tournaments cost approx. \$250.00-375.00 per team per tournament. But, please keep in mind there are tournaments that are held by the state that are free. These tournaments are for recreational teams only. There are numerous other expenses that may need to be incurred by the team and need to be considered. These include (but are not limited to): first aid kits, patches, cones for practice, postage, one extra team shirt (blood shirt), balls, indoor gym time, professional coaching/training assistance etc. **If any of these items are purchased by the coach, they remain with the coach. If it is purchased through the team, consider it an investment for the team and the coach should pass these items on if he/she does not coach the following season.** Bear in mind that our goal is to keep kids playing soccer. If your team chooses to add on many expensive extras (warm-ups, bags, etc.), you may have a player or two that cannot afford this program and will become discouraged with the peer pressure and the cost of soccer. This is not in keeping with the Club Italia philosophy and teams should consider the effect on all players when putting these decisions to vote.

One main concern that some teams have experienced is when the money is not collected up front and a player continues to participate. One suggestion is to charge a flat fee that is not refundable for tournaments (unless one of the players is replaced by a guest player or a parent tells you initially they can not participate). The guest player is expected to pay, therefore reimbursement may be easier. However, not all teams pick up guest players and the cost of the tournament must be paid in advance. **When you join a team, the financial support as well as time for volunteering is a commitment that is necessary from each family.** Timing in collection is a key factor: it is difficult to be asking families for the money prior to the holidays.

**Recordkeeping:** Copies of checks should be kept and parents should be made aware of the standing of the account during the season. Keep a balance sheet on income and expenses plus the running balance.

**Checking Accounts:** You will need to decide whose names should be included for withdrawal.

**Savings Accounts:** Not needed. If interest is earned you'll either need to:  
a. claim it against someones social security number  
b. file for tax exempt status.

**End of Year Balance:** Have another parent on the team audit and sign your accounting ledger and keep for one year. Wait until new teams have been assigned before disbursing any of the remaining funds. Parents should be informed as to how the remaining funds will be used or disbursed.

## **WHAT CAN FUNDRAISER MONIES BE USED FOR?**

Fund-raisers are a way of defraying costs to families. The monies can be used for a variety of reasons: tournaments, T Shirts, patches, uniforms, team banners, camps,

duffle bags, additions to uniforms etc. Parents need to know in advance what the money will be earmarked for and the costs. If a parent chooses not to participate in the fundraiser, they may contribute the money that is needed.

It is also important to be specific in advance as to how the money will be divided up: is this a "team fundraiser" and all goes into one pot, or will the amount each player contributes be used towards his/her specific items. What happens if one player raises \$50.00 and another raises \$5.00?

There are many clubs & teams with-in our geographic area, and we must recognize that we all cannot be tapping into the community/businesses all of the time.

## **TOURNAMENT APPLICATION FORMS**

Application forms are sent out to teams starting in December and continue throughout the soccer season. In some cases the acceptance into a tournament is based on a first-come basis and it is extremely important to get the application form with the fee back to the tournament director ASAP. Some tournaments fill up in 1 week.

At the parents meeting, the coach and parents should decide how many tournaments and which ones they are interested in. It is a great help for parents to see what all of the options are in advance (locations and dates). Based on previous tournament experiences, the coach may want to present to the parents some recommendations. It is possible that not all players are able to attend all tournaments, but that should not keep the majority of the team from participating.

It is recommended that either the coach or the Team Manager contact each tournament in advance and have the application sent directly to that person. This is also a good way to have contact with a tournament person; sometimes it is a Director or you can get the name and phone of the age-group coordinator that can answer questions specific to your team and games. Michigan tournament information is also available at [www.msya.net](http://www.msya.net).

Confirmation of acceptance into the tournaments also varies in timing. Many of the tournaments you will hear back from within a month of application while others may be several months. If it has been a considerable amount of time and you have not heard from a tournament, you may want to call and many will give you a "verbal confirmation". Rejection letters are often sent first to teams that are not accepted into tournaments with the confirmation letters coming later. With a large number of teams applying to the same tournament (from the same age groups) it is possible that all teams will not be accepted & you should have a back-up plan.

NOTE: There is also tournament play during fall months and indoor tournaments during winter months that teams can participate in.

## **GUEST PLAYERS**

Guest players may be used from other teams if the coaches agree on this in advance. It is important to get the player pass card and medical release form in advance from the coach. You must also complete the MSYSA guest player requirements. This information along with the forms is also available on the [MSYSA website](#).

## PROCEDURE FOR OUT OF STATE TRAVEL

The following is required for all MSYSA teams traveling out of the State of Michigan. Permission to travel packets are available at the [msysa.net](#). **PLEASE START THE PROCESS 60 DAYS PRIOR TO THE TOURNAMENT.**

1. Submit two (2) copies of the "US Youth Soccer Application For Travel" with the coach's or manager's signature. NOTE: Faxes or copies of this form is unacceptable. Keep one copy for your records.
2. Submit three (3) copies of the US Youth Soccer team roster with the signatures of all the players. (Guest players are not to be added to your USYSA roster.) Social security numbers are not required.
3. A team roster SIGNED BY YOUR LEAGUE REGISTRAR must be included with your application. MSYSA needs at least four copies.
4. One copy of the "Application to Host Tournaments or Games" from the tournament must be submitted so that MSYSA can determine if the event has been sanctioned. Travel is permitted only to USYSA sanctioned events.
5. The appropriate fee, in the form of a check or money order made payable to MSYSA, must accompany each application.

\*30 days in advance \$25 \*15-29 days in advance \$50 \*8-14 days in advance \$100  
\*7 days or less will not be accepted

6. Be sure to fill out and sign the Parent Consent to Travel form please include a self-addressed stamped envelope as well as an envelope to the Tournament Directors.

7. All materials must be sent to:

MSYSA Travel Administrator 9401 General Drive, Suite 120 Plymouth, MI 48170

8. For Travel Out of The Country: (not including Canada and Mexico). Submit a check for \$25 made payable to USSF. The application must be received no less than 90 days prior to travel in order to secure the USYSA approval.

### POINTS TO REMEMBER:

- A) Any travel to a tournament or exhibition game within the state of Michigan does not require an "Application to Travel".
- B) Send all tournament fees directly to the tournament.
- C) Coaches should take signed and notarized MEDICAL RELEASE FORMS to all

soccer events.

D) Guest players cannot be listed on your USYSA Rosters. MSYSA Guest Rosters are mandatory and available at the state office. (msysa.net) Guest player approvals must be submitted 8 days prior to the event or they will be rejected.

## TOURNAMENT LODGING

This will also vary from tournament to tournament. Some will block out the rooms in the name of the tournament, then when teams are selected and confirmed the hotel list will be given and teams make their own calls. In some cases you are able to make reservations on your own. The difficulty with this is that many teams block out rooms up to a year in advance which does not allow for those accepted to readily find housing. This would be an important question to ask when you call the Tournament Director. There have been cases of teams that have been accepted into tournaments, but forgot the detail of lodging and hotels were full. Also of teams that have made lodging reservations but mailed the tournament application late and did not get into a tournament.

Not all families will need lodging and some families have players on different teams. Be sure that there are not duplicate reservations made for the same family. If possible, let parents call in their reservations to guarantee their rooms with a credit card and it will be their responsibility. You may also be able to call in a team block reservation and then have parents call in under that team name.

## TOURNAMENT T-SHIRTS

Each tournament sells T-shirts. They will often send an order blank with the confirmation letter. There are 2 advantages of ordering shirts in advance: the shirts will usually be less expensive and you are guaranteed that you will get shirts in the necessary sizes.

Tournament T-shirt orders are optional for all players. It is helpful to designate another parent to be completely responsible for T-shirts, money collection and distribution at the tournament. The shirts are initially picked up by the coach at tournament check in. Do not take orders that are **not paid for** in advance by players/parents unless you want the shirts for yourself!

## CLUB PATCHES/PINS

At many of the tournaments you will see players exchanging patches with each other. This is optional for all teams. The Club Italia patches can be purchased for \$3.00 each from the Club Italia office. This could be an expense included in your tournament fee for parents, an up-front expense or with a fundraiser. When at tournaments, you may want to ask the other team if they have patches to trade. Many players keep these as souvenirs of the teams they have played. Team managers could keep the patches and take them to tournaments and determine when and if to distribute them. Its highly recommended to purchase

these patches well in advance of when you want them. Club Italia pins are also available for \$ 1.00 each.

## **PLAYER PASS CARDS**

Each player is required to have a player pass card with a photograph of themselves on it. It is the responsibility of the Coach or Team Manager to keep these cards and to take them to all tournaments & games as verification of each player. Some teams keep these cards in a notebook, they can be laminated to protect them from damage, or put in plastic sports card covers and kept on a metal ring. Double check all information on each card at the time you receive them. You are also required to have the player pass card for any guest players.

At tournaments, teams should line up according to the roster (which the coach has sent in advance) and the cards should also be in this order. Put guest player cards at the end.

## **MEDICAL RELEASE FORMS**

Each player, including guest players, are required to have a notarized medical release form. These are required for tournament play and you will receive these also from the Club Italia office. They should be kept in a notebook and taken with the coach to ALL practices, games, and tournaments. Note: Players should not participate in practices or games until this form is given to the coach. Player pass cards will also not be released until the notarized medical release is on file.

## **UNIFORMS**

**The ONLY** recommended CLUB ITALIA uniform can be purchased at Soccer Stop. The Club Italia colors for the uniform are: white shirt, Blue shirt, Blue short, Blue sox & white sox. Your team will also need a "blood shirt" in the event of injury. The team may want to consider buying one extra uniform in the event of damage or loss during the season. It would be extremely difficult to purchase another mid-season.

It is extremely important to place your uniform order shortly after the team is formed and the parents have met. Soccer Stop will let teams borrow uniforms to try on for sizing.

The easiest way to place an order is for the entire team to order at one time with one check. The advantage to this is that you know everyone's order goes in at the same time for that team.

In cold weather, if players wear an extra shirt under their jersey, all team members must be wearing the same color shirt. It would help to inform parents about this and to pick the color in advance (such as a white long sleeved shirt).

## **MONTHLY COACHES MEETINGS**

Meetings for coaches will be held monthly or bimonthly. It is highly recommended that if the coach or assistant are unable to attend, that the Team Manager attend. Much information is shared at this time regarding teams as well as tournament information. There may also be speakers brought in to talk to the group. Times, dates & locations can be found in the newsletter or on the website. The Director of Coaches is in charge of this meeting.

## **TEAM PROFILE**

A completed Team Profile Form is needed from each team to gather information specific to that team. It is to be submitted to the Club Italia office as soon as possible. Coaches receive this at one of the meetings early in the season. Pass cards and rosters will not be printed until the team profile form is completed and turned in.

## **COACHES EVALUATION FORMS**

Before the end of the Fall and Spring Seasons, Coaches Evaluation Forms will be provided for you to distribute to your team/parents. Please encourage your parents to fill out this form. Distributing, collecting and sealing them in an envelope at one of your final games will provide Club Italia an appropriate level of response. You will then need to return the sealed envelope to the Club Italia office by the date provided. This is an important means of input from our membership to let us know how our coaching staff is doing and a very necessary ingredient in insuring a quality program. These forms are completely anonymous. They also help coaches identify strengths and areas in need of improvement.

## **REFEREE VOUCHERS**

Your game schedule should indicate who is the home team by listing that team first. The home team is responsible for payment of the Referees.

## **VOLUNTEERS**

There are several committees as well as small tasks that require help within the organization. If you are aware of parents that could help in any way, let us know.

## **FIELD USE**

Many teams will be using the \_\_\_\_\_ fields for practice. It will be necessary to sign up for days and times prior to each season. All of the fields will need work prior to any play and at the end of the season. All teams are expected to help care for the \_\_\_\_\_ Fields even if you do not practice there Remember.. Club Italia..

Providing A Positive & Challenging Life Experience Through Soccer.