

ROGUE VALLEY TIMBERS TEAM MANAGEMENT HANDBOOK



Property of the Rogue Valley Timbers

WWW.RVSOCCEER.COM

Thank you for your willingness in taking on the role of team manager. This role is critical in allowing a team to function efficiently and effectively as possible. We have assembled the following document to help guide you through the team management process. The information in this handbook will provide you a framework for managing your team and will assist in making sure the team is in compliance with RVT policies as well as non-profit laws.

Prior to becoming the team manager, you need to complete the OYSA background check.

To do this go to <http://oysa-roguevalley.sportsaffinity.com>

Team Manager Responsibilities :

- Act as a liaison between the parents and coaching staff.
- Estimate and communicate expected budget and fee information. At the beginning of the season discuss tournament options with the coach (see link to estimate budget later in this document).
- Communicate team fundraising expectations/anticipated player needs. If possible, recruit other parents to organize and/or facilitate fundraising efforts (WE STRONGLY SUGGEST THAT SOMEONE OTHER THAN THE TEAM MANGER ORGANIZES FUNDRAISING AS MANY HANDS MAKE LIGHT WORK).
- Communicate individual game and uniform information. Direct players to Soccer Post for uniform ordering.
- Collect completed Medical Release Forms and Required Parent/Athlete Concussion Consent Forms and supply the coach with a binder that includes copies of all forms, including copies of Concussion Care Instructions, Concussion Fact Sheet, Concussion Protocol, Concussion Sideline Documentation, Concussion Sideline Management Quick Reference and Concussion Return to Play Documentation. Links to all of these documents are provided later in this handbook.
- Take individual pictures for player cards and supply the pictures to the club registrar, or upload directly on the club's affinity account.
- Confirm that copies of all players' birth certificates have been supplied to the club registrar. Any players born outside of the U.S. will need to complete an international clearance at the following:

<http://www.usoccer.com/About?Federation-Services/Intl-Clearance.aspx>

- Have a process for assigning/choosing player numbers and then submit roster with numbers to Cheryl Rose at Soccer Post for uniform completion.
- Get player cards laminated and placed on a ring to be placed in the coach's binder.
- Set up a bank account (with another co-signer who is not the coach) at the following bank (all accounts are under club's non-profit status):

Rogue Credit Union
1330 Poplar Drive
Medford, OR 97504

- Arrange hotel room blocks for regular league games and tournaments as well as book a room for the paid competitive coach for any away games and tournaments.
- Supply paid competitive coach with per diem gas and food allowance from team funds prior to travel. You can see reimbursement schedule here: <http://www.rvsoccer.com/doclib/RVT%20Coach%20Travel%204:25:17.pdf>
- Team managers do **NOT** make roster decisions and/or communicate roster decisions/changes to individual parents/players.
- Add to the roster guest players or any additional players who are given the opportunity after the regular tryouts to play. This can be done **ONLY** after approval from the head coach and Kevin Primerano. Any added players must go through the club registrar, Laurie Staff. She will need a birth certificate, proof of international clearance (if required) and a recent player picture.

Budgets for Academy, Classic and Premier

<http://www.rvsoccer.com/aboutcomp>

Distribute at the first team meeting and include any additional expected tournament expenses. Clearly communicate additional cost expectations associated with paid competitive coaches. Clearly communicate that these are estimates provided by the club. Actual costs are dependent on number of players as well as tournaments selected.

Medical Release Forms

http://oysa.bonzidev.com/doclib/USYS%20Medical%20release%20form_2015.pdf

Send out prior to the first team meeting and/or bring copies to the first meeting so they can be completed and collected immediately.

Players will NOT be allowed to practice without a completed form on file.

Concussion Forms and Compliance

http://www.rvsoccer.com/doclib/Parent_Athlete_Consent_Form.pdf

Send out Required Parent/Athlete Concussion Consent Form prior to the first team meeting and/or bring copies to the first meeting so they can be completed and collected immediately.

Players will NOT be allowed to practice without a completed form on file.

Supply the coach with a binder that includes copies of all forms, including all signed copies of the Required Parent/Athlete Concussion Consent Form as well as copies of Concussion Care Instructions, Concussion Fact Sheet, Concussion Protocol, Concussion Sideline Documentation, Concussion Sideline Management Quick Reference and Concussion Return to Play Documentation.

Concussion Return to Play Documentation (completed by a physician) is required for any player to resume practice/playing after suffering a suspected concussion on the field.

http://www.rvsoccer.com/doclib/2013_PHS_OYSA_Concussion_Sideline_Documentation_Form.pdf

Player Card Process

The club registrar will supply team managers with initial roster information and request any missing documentation, including photos.

Take any necessary individual player photos (head shots) and email to the club registrar or upload directly onto the club's affinity account.

The club registrar will print out the player cards for pick up at her address. They must be laminated and placed on a ring to put in the coach's binder.

Coach's Binder

Supply the coach with a binder that includes the following:

Completed medical release forms

Completed concussion forms

Copy of the league rules

Zipper pouch to hold player cards

The player cards must be laminated and punched and put on a ring clip

Concussion evaluation forms and any other Concussion related documents

Uniforms

See attached document.

All uniform ordering is done through Cheryl Rose at Soccer Post 1550 Biddle Road, Medford.

Team Names

Team names are assigned by the club and reflect the age group (year born), gender and level. For teams U12 and up, Red is the “A” team, White “B” and from there we go to Black, Gray etc...

Teams are not permitted to utilize other names outside of what is assigned.

In order to have consistency, when signing up for a tournament, you should list your team as RVT YEAR GENDER COLOR. For example the girls U18 A team would appear as RVT 99G Red.

Bank Account Set Up

Set up a team account utilizing the team’s assigned name at the club’s designated bank under the 501(c)3 non-profit status.

Rogue Credit Union
1330 Poplar Drive
Medford, OR 97504

If you are setting up a new account, you will need to work with Nina Foote at the Poplar Drive branch.

Prior to setting up your account, you will need to contact club treasurer Traci Thomas at tracithomas@charter.net so she can start the process.

You will need a co-signer (another team parent) on the account who is not the coach.

Team Snap

Sports management software system utilized for team accounting and communication.

Sign-up online. Cost is \$69.99 for a one year (Basic) membership and can be divided up among the families on the team as an expense.

<https://www.teamsnap.com/teams/plans-and-pricing>.

Add player names and emails to the roster. You will be prompted to send them an invite to TeamSnap which the player then receives in email form so he/she can sign up.

The recommendation is to pay the one year fee because it provides additional functionality, which includes the ability to accept and track payments. It also tracks availability so you can send out a note to all players and the parents can respond whether or they are going to attend a tournament. This helps when trying to identify how many rooms to block out, especially for a stay and play tournament.

When the team manager signs up, he/she can send out invites to all parents through TeamSnap. Parents can sign up online and download the app which allows them to view everything on a smartphone, including team chat which is a convenient way to send uniform updates, field information, practice schedules, etc.

There is a tracking functionality that can be used to show who has completed the concussion form and the medical release form. All tracking can be made public to all members which creates greater accountability.

The team manager can also set up a PayPal account and link that to TeamSnap so that payments can be accepted via credit card online. There is a small additional fee for this so it is important that the team manager build that into the cost.

Payments can be made directly at the bank with a copy of the receipt texted to me so that I could mark them as paid in TeamSnap. Alternatively, they could pay online. Due to the credit card fee, it should be made clear that the fee is slightly higher to pay online. For example, a parent could make a deposit at the bank of \$50 or pay \$52 online. Paypal and TeamSnap are very clear as to what the transaction fee is. The suggestion is that the team manager include this information in his/her instruction email once the accounts are established and linked. Payments are tracked online and all parents can see

who paid. Notes can also be added to each payment. For example, when a receipt is texted to a team manager that a payment was made at the bank, you can then login and make the note that payment was received, paid in full, etc. Documents can also be uploaded to TeamSnap so that you can send out one TeamSnap email letting parents know where to print copies of the medical release form and the concussion form. The RV Timbers coach's expense document as well as an estimate of fees for the teams can also be uploaded. All communication can be sent through TeamSnap.

Fundraising

On any given team, there are likely to be a few players whose families could use help to meet the added expenses of competitive travel soccer. The club does offer some scholarship assistance with the club registration expenses, but there are simply not enough resources to cover the travel and tournament expenses of all the players in need. If another family is able and willing to contribute extra funding to help other players on your team cover those costs, have them notify you as team manager.

Teams are encouraged to raise \$1,000 to \$1,500 per season to assist players whose families may struggle to fully cover these expenses.

In addition, all competitive teams are required to volunteer at the Rogue Memorial Challenge, which raises funds that keep costs down for all players and provides extra assistance for players in need.

Here are some 501(c)3 rules to keep in mind for fundraising:

The club's non-profit status cannot be used to fundraise on behalf of individual players.

All fundraising done utilizing the club's non-profit status must be equally distributed among all team members that participate in the fundraising effort regardless of individual achievement.

If a player leaves a team for any reason, fundraising dollars cannot be reimbursed to him/her.

Any remaining fundraising money at the end of the season stays with the team. If a team were to dissolve and there is extra money left in team account, that money will be moved to the RVT general fund.

Teams are not permitted to pursue individual sponsorships to be placed on team training shirts as a fundraising effort as this has the potential to conflict with the club's main sponsor. More importantly, it compromises the club's ability to approach sponsors for the Rogue Memorial Challenge. The money accrued during the tournament helps to minimize further fee increases for all players and also makes it possible for the club to pay the registration fees for players in need.

A parent who owns a business may choose to individually sponsor the team that their child is on but they cannot advertise their business.

Once fees are paid, fundraising money cannot be used to reimburse those fees retroactively. It can only be used to pay fees going forward.

Raffles and games of chance are prohibited by law.

Accessing Schedules

Classic: www.soclsoccer.com

Click on "Team Schedules & Scores." The Pacific Crest division is for Academy players and the next birth year up (previously U12). The Cascade division is for older birth year groups (what was previously U13 & U14). There is also a link for "Fields" that provides addresses and Google map locations.

Premier: www.oregonyouthsoccer.org

Click on "Players & Parents "

Click on "Leagues "

Click on "Timbers and Thorns League Schedule" for the appropriate season and year

Click on either "Boys" or "Girls" tab

Click on the appropriate age group/division (Premier, Division 1 or Division 2)/color (typically Green, white or Blue)

Click on your team name to view only your team's schedule

Click on the individual "Field" location for addresses and Google map links

Printing Out Game Day Rosters for Premier Teams

Log in to your affinity account at: <http://oysa-roguevalley.sportsaffinity.com>

Click on the "Teams" tab

Click on "Tournament & Schedule Apps."

Click on "Schedules/Game Scoring"

Click on "Print Roster"

If any additions/deletions need to be made to the roster, they should be made at least 48 hours in advance of the game to give the system time to register the changes.

Hotels

Call as many weeks as possible in advance to block rooms and negotiate a team rate. The minimum number of rooms needed for a block is usually between 10-15. A room also needs to be booked for a paid competitive coach.

For tournaments, check the tournament website first to verify a list of participating hotels giving discounted rates or to verify if all hotel accommodations have to be made through a designated hotel coordinator. Some tournaments are "Stay and Play," meaning they require the team to stay at their hotel for a minimum number of nights regardless of evolving schedules and standings.

Here are some general hotel recommendations for league play:

Holiday Inn PDX. Usually a \$99 room and a free breakfast voucher. Great for games in Northeast Portland.
DoubleTree Hilton - Beaverton. \$99 room, no free breakfast but they do have full service breakfast you can purchase on site.
Courtyard Marriott in Tigard (15686 Sw Sequoia Pkwy)
Fairfield Inn in Lake Oswego (6100 Meadows Road)
Residence Inn in Salem (640 Hawthorne Ave SE)-easy access off I-5 and free breakfast
Hampton Inn in Salem (510 Hawthorne Ave. SE)-easy access off I-5 and free breakfast
*** SPECIAL NOTE - if you book the room for the coach on a credit card and don't intend to be at the hotel to swipe the card, send the coach with cash because they will not complete the transaction at check-in without the actual card.

Contact Info for Additional Questions

Kevin Primerano
Executive Director and Director of Coaching:
headcoach@rvsoccer.com
(541) 301-3681

Laurie Staff
Club Registrar:
lstaff@connpoint.net
(541) 776-0075