

Trebol Soccer Club Team Manager Handbook

Welcome Message

Thank you for volunteering to be the team manager for your child's soccer team! The team manager is a vital part of the team and your help is greatly appreciated!

What are the Team Manager's duties?

The Team Manager acts as the primary administrator and communicator for the Team. This important position allows the coach(es) to focus on coaching the team. The Team Manager acts as the primary point of contact between coach(es), players, parents and the Trebol Soccer Club.

Team Managers have a number of overall responsibilities during the soccer seasons which they are expected to fulfill. These overall responsibilities include:

- Registration Coordinator
- Practice and Game Day Logistics Coordinator
- Tournament Coordinator
- Team Building Coordinator

It is strongly encouraged that the Team Manager enlists the help of other parents in fulfilling some of these responsibilities. By doing so, you can reduce your workload throughout the seasons and you encourage more participation from team parents. If you do enlist parent volunteers to help coordinate certain team manager responsibilities, the team manager still maintains the leadership for that team's organization.

The Team Manager and the Coach must have a meeting before the start of each season to determine exactly what kind of assistance your coach needs using the above responsibilities as a guide. Following that discussion, organize a team meeting with the coach(es), players, and parents. Items to be discussed at the meeting include:

- Coach's expectations of players and parents
- Schedule/locations of practices, trainings, and games
- How cancellations of practices and games will be communicated
- How and when to communicate with the coach, with the team manager, and with Trebol Soccer Club
- How to get general information regarding Trebol Soccer Club (handbook on website/paper copies available by request)
- Tournaments scheduled

Registration Coordinator

Registration Forms and Fees

Every player MUST register online, accept team placement, and pay their registration fees in order to play on the team. This needs to be completed in advance of the start of the fall season. However, Trebol staff may request that you coordinate some communication if information is not complete.

Player Passes

Every player and coach is required to have a player pass issued through the Trebol Soccer Club from Colorado Youth Soccer (CYS). These passes are required to play in CYS league games as well as any tournaments. ***The coach must have all players' cards on hand at every match in order to check-in the players.***

Please visit the Trebol Soccer Club office to print and laminate player passes. All necessary supplies are provided. Each card requires a 1" by 1" photo of the player or coach. Either ask each family to

submit a photo to you or arrange at the first practice or meeting to take individual photos of each player/coach with your personal camera.

Attach each pass to a ring in alphabetical order. This will help facilitate the check-in process. When you have all the photos and birth certificates of each player (if necessary), bring them in to the Trebol Soccer Club office for lamination and assembly. ***The player passes must be complete before the first game of the season or the first game of a tournament, whichever comes first.***

Team Roster

The Trebol Soccer Club office issues the official state team roster and it may be picked up before the start of the season. The state team roster is the official record of valid and verified team members for the season. **It is important to confirm that the player's number on both the e7 roster and the official state roster match the number on their uniform. Please contact the Trebol Soccer Club office regarding any discrepancies.** The information on the roster can be used to produce a complete listing of players, parent names, address and contact info to distribute to all of your team's families.

Coach's Book and Supplies

This book is necessary for the coach to have at practices and games. The head referee will check each player in before the game begins by comparing the player, player card, and roster information for that player. Assemble and maintain a 3-ring binder for the coach. The binder and other related supplies are available at the Trebol Soccer Club office.

Mandatory items to include in the coach's book are:

- Player registrations
- Medical release forms
- Team roster
- Laminated player cards (On a ring which can be removed from the book for game check-in)

It is absolutely required for this information to be on site during practices and games to facilitate any medical treatment if the situation arises.

Every team is provided with supplies for the season. These include a ball bag with various items the coach requires. In addition, each team is provided a basic first-aid kit which includes wraps and ice packs. That kit comes in a backpack which should be brought by the coach to every practice and game. You and the coach may consider adding other items to the kit. The backpack is a good place to keep your team binder.

Uniforms

Every player must be in a Trebol Soccer Club uniform in order to compete in a match. Well before the first game of the season or the first game of an early season tournament, it is vital to confirm that each player has obtained their team uniform. Ensure that each player's uniform has been received from Sportline. Work with Sportline and Trebol Soccer Club in the event that there is a uniform issue. Uniform numbers are assigned by the Trebol Soccer Club office and these are communicated to Sportline. It is important that the number on the uniform matches the player's number on the roster. At the conclusion of the year, ask families that may be leaving the Trebol Soccer Club if they may be interested in donating their uniform. These uniforms will be given to families receiving scholarship assistance.

To place a uniform order:

- Click on the "Order Uniforms" button on the Trebol website. www.trebolsoccer.org
- Contact Sportline directly at www.slsq.com, 6543 Wadsworth Blvd, Arvada, CO 80003, or 303.421.6751

Practice and Game Day Logistics Coordinator

Effective communication with your team is paramount to your success as a team manager. A definitive and consistent plan for communication with your team is required. This will also help ensure that the families' email inboxes are not flooded with emails from the team.

For your team

- Distribute your cell phone number to all families and make sure to have your cell phone with you on game and practice days. This will ensure that you can provide directions if anyone gets lost or if other issues arise.
- Create and distribute a Team Contacts Spreadsheet with player name, address, home phone, cell phone, and jersey number. Distribute this to all families before the first game of the season. A Google doc that you share with players' families may also be helpful.
- Determine your communications vehicle (email, text, phone calls)
- Set a standard expectation early in the season with the frequency of your communication
- Send out a weekly communication with the schedule for the week and any other necessary information. This should be done over the weekend so that families can plan their upcoming week.
- Establish a protocol for communicating emergency information (a last minute cancellation or field change)
- Send out other information as needed throughout the season and the off-season (This also includes any information that Trebol Soccer Club may ask the team manager to pass along to their team.)
- Communicate Pre-Game Day Items (ensure game day availability of all players, which uniform combination should be worn, what time to arrive at game, where game is located, directions to the field, how long it takes to drive to the fields, and any other pertinent information)(Let the coach know which players will be missing the game.)
- Communicate Field Status (Trebol Soccer Club's website will publish our practice field/local game field status. Please check the website and communicate field closures as quickly as possible to your team.)

Standard email, text messaging and phone trees may be all you need to effectively communicate with your team. However, team communication tools are also available. A few of these tools are:

- www.teamsnap.com
- www.activityalert.com
- www.group2call.com
- www.onecallnow.com

With the opposing coach

Each week prior to the scheduled game it is important to establish lines of communication with the opposing coach. Contact information for all opposing teams is available on the Trebol Soccer Club website. To access the team contact information, go to www.trebolsocket.org. Click on the "Our Teams" menu item, click on your team name, click on "Schedules" in the upper right page, and click on "Team Contact Info" on the upper right side of your schedule. Discuss with your coach whether they would like to make contact with the opposing team or if you should handle that task.

Contact with the opposing team should be made on Monday or Tuesday of the week of the game:

- Verify the game day, time, field location and field number
- Exchange and confirm names and numbers of opposing coaches in the event of weather or other emergency situations

Contact the Trebol Soccer Club office in the event that contact with the opposing coach cannot be established.

Cancellations and reschedules

Weather is always a concern during the soccer season. It is VERY important for your coach to use good judgment regarding the weather and the safety of the players when lightning is even a remote possibility during practice.

Game Cancellations

For AWAY games, contact the opposing coach the week before the game to begin the communication process if bad weather is a possibility for the upcoming weekend. To determine if a HOME game has been cancelled, check "Field Status" on the Trebol website. The field status will provide Open or Closed information for your home field. **Never assume games have been cancelled.** The decision to cancel home games will be made by 7:00 am on game day. After checking the website and verifying the field closure, confirm with your coach that the game is cancelled. Once confirmed, call the opposing coach ASAP to let them know about the cancellation. Finally, notify all team players/families of the cancellation.

Game Reschedule

In general, when an entire day of HOME games is cancelled, the games automatically are rescheduled for the Sunday of the weekend following the cancellation. **Please confirm this information with the Trebol office no later than noon on Wednesday of the reschedule week. Never assume!** For individual HOME game cancellations, the coach or team manager must contact the Trebol office to get two or three possible make-up times/dates. After you have verified availability of the field with Trebol staff, decide which possible dates/times are acceptable with your coach and families. Then you must notify the opposing coach of the possible choices. Once the opposing coach picks the date/time, contact the Trebol office ASAP to secure the field and assign referees. AWAY games MUST be confirmed with the opposing team. The above procedure does not apply to Away games.

Practice Cancellations

To determine if a practice has been cancelled, check the "Field Status" on the Trebol website. Field cancellations will occur by 3:00 pm on the day of the practice. If your practice field is closed or your coach has determined the need to cancel practice, contact all team players/families about the cancellation.

Please honor the Club's decision to close fields. The decision is based on a need for safety and to preserve the quality of the field for future use by your team and others.

Tournament Coordinator (applicable only if the team is participating in a tournament)

Tournaments offer a great opportunity for players to gain additional experience and are generally regarded as fun team building experiences. Most tournaments are offered in the pre-season, bye weeks in the CYS schedule, post-season, and during holiday breaks. Tournaments can be chosen locally or regionally as the team desires. Tournament locations should be discussed with the coaches and parents prior to the start of the season. The available tournaments range widely based on the age group of your team and your team's level of play (competitive or developmental). Please let the Trebol office know when your team is participating in a tournament. Also contact the Trebol office if your team places in a tournament so that your team may be recognized on the Trebol website!

- Help the coach research possible tournament options for your team. Sanctioned soccer tournaments can be found on the CYS website at www.coyouthsoccer.org/resources/sanctionedtournaments.aspx
- Communication with families – Communicate tournament details and get confirmation from each family as to their participation in the tournament. Communicate required fees, how to collect those fees, and collect the fees.
- Registration –To play in a tournament you will need to:
 - Register with the tournament officials. This must be completed by the registration deadline. Each tournament will detail whether registration is done online or by mail.
 - Pay tournament fees. The Team Manager will often pay the full fee and collect money from the families after the fact. The Team Manager can also collect the tournament fees from the families before registering.
 - Team managers may not collect fees from a family whose player is not participating in the tournament.
 - Identify any players who will not be playing in the tournament.

- If you are short on players for the tournament, the coach can ask other Trebol Soccer Club teams for guest players to fill out the roster. The team manager handles the paperwork for guest players. It is entirely the responsibility of the coach to determine if guest players are required and desired. ***It is required that your team's coach contact the other Trebol team's coach directly to request a guest player and NOT contact the player's family directly without the coach's knowledge or consent.***
- Complete all the tournament forms including any medical waivers and guest player registrations.
- Obtain any guest player's pass and medical release form from their coach. Consideration must be made to the other team's game schedule to pick-up and return those items without disrupting their scheduled games.
- Attend the pre-registration meeting as schedule by the tournament. At this meeting, you will provide approved tournament rosters, player passes, guest player passes, medical waivers and other tournament documentation. These items must be present at each tournament game.
- Add the tournament documentation to the Coach's book prior to the start of the tournament.
- Travel Logistics – Communicate tournament directions and any other information relevant to the team's participation. Coordinate choice of hotel if overnight lodging is necessary. Also ensure that each player has transportation to the tournament.
- Review the Trebol Soccer Club's travel policy at www.coyouthsoccer.org/assets/documents/travel_document2010-11-02-134144.pdf
- Arrange possible between-game downtime for the players and families. Bring a pop-up and have a picnic, go to a local restaurant, etc.

Team Building Coordinator (optional)

Team building will vary from team to team. Some teams have been together for many seasons and team building may not be necessary. For new teams and in other situations, the need for team building may be greater.

- Team Events

Fun events help to establish stronger ties between the players, coaches, and families. Some examples are a potluck, cookout, parent/player soccer games, Rapids games, etc.
- Team Cards

Team cards can be created and distributed to family members and/or team members. The cards give each family member a small, handy device to help get acquainted with their team on game days or at practice. The team card is a list of each player's number, name, and parent names. They are usually the pocket sized, laminated, and printed front and back.
- Raising "Mad Money" for events

Mad Money can build team spirit amongst the families and provides money to fund team building activities. At the end of a season, the funds can be used for team events, Rapids games, or merchandise for team members. These are ideas that must be discussed with all families on the team and must be strictly optional. This Mad Money can be raised by:

 - Goal Jar

A Goal Jar can be established based on goals scored up to some limit (i.e. \$1 per family per goal up to 2, 3 or 5 goals per game). Some teams implement a contribution for shutouts to reward good defense and goaltending.
 - Family Contributions
- Snack Schedules

The subject of snacks varies greatly between teams and the players' ages. Snacks may or may not be desired by your coach on game day. Please check with the coach regarding half-time and post-game snacks. If your coach desires team snacks, please decide what type of snacks should be provided. A sign-up mechanism should then be circulated where each family takes a turn at providing the snacks. A reminder should be included in the weekly team message.

Scholarships

Trebol Soccer Club maintains a scholarship program which provides financial assistance to many players in the form of player fee scholarships and uniforms. Trebol recognizes that this information may be helpful to a team manager or coach for a number of reasons, including determining cost per family of participation in a tournament or other team related activities. Trebol Soccer Club is committed to protecting the individual privacy of all families. At the request of a team manager or coach, Trebol will share the total number of players on a team that are receiving financial assistance. However, individual player's financial information will not be provided. Please note that Trebol Soccer Club's scholarship policy does not provide any additional financial assistance beyond the player's registration fee and uniform discounts. It is the responsibility of every player to pay his or her portion of a tournament fee, camp fee, and/or any other ancillary costs related to participation with Trebol Soccer Club. Individual team fundraising is permissible to help provide for these expenses.

Code of Conduct

It is important to work with those attending your team's event to get the most from the experience and exhibit positive conduct. At Trebol Soccer Club one of our distinguishing traits is our club-wide expectation for good sportsmanship both on and off the field. Trebol values the reputation we have earned as a club with zero tolerance for negative behavior. This high standard is expected from coaches, trainers, players, staff and parents on the sideline.

Positive Coaching Alliance

In order to help foster this expectation, Trebol Soccer Club has joined the Positive Coaching Alliance (PCA) program. Other involved organizations include the Colorado Youth Soccer (CYS) and Boulder Valley School District. Positive Coaching Alliance is a national non-profit with the mission to provide all youth and high school athletes a positive, character-building youth sports experience. Since its 1998 launch at Stanford University by Founder and Chief Executive Officer Jim Thompson, PCA has impacted more than 4 million youth athletes. PCA reaches youth and high school sport leaders, coaches, athletes, parents, and officials through live workshops, online courses, published books and articles, and a series of alliances with nationally-recognized coaches, athletes, academicians, businesses and national youth sports organizations. Bad sportsmanship exhibited by coaches, parents and players is a national epidemic. Trebol Soccer Club has partnered with the PCA to help the coaches, parents and players understand the value of good sportsmanship. Trebol Soccer Club believes in the PCA methodology, and our coaches and staff presenting a positive influence to our team members, not only in sport, but in life. For more information about PCA, or to refresh your ideas on how to be a positive influence on your team members or on parents, please visit the Positive Coaching Alliance website at <http://colorado.positivecoach.org/>.

Every Trebol Soccer Club parent is required to sign a PCA pledge prior to their player's participation in the club. This pledge can be found in the player's registration paperwork.

PCA Parent Pledge

- As a Second-Goal Parent I will let players and coaches take responsibility for the first goal of winning. I will relentlessly focus on the second, more important, goal of using sports to teach life lessons to my child and other youth.
- I will use positive encouragement to fill the Emotional Tanks of my children, their teammates, and coaches. I understand that people do their best with full E-Tanks.
- I will reinforce the ELM Tree of Mastery with my child (E for Effort, L for Learning, M for bouncing back from Mistakes). Because I understand a mastery approach will help my child be successful in sports and in life, I will encourage my child to
 - put in a high level of effort to get better,
 - cultivate a Teachable Spirit to continue to learn and improve,
 - use a Mistake Ritual (e.g., "flushing mistakes") to quickly rebound from mistakes.
- I will set an example for my child by Honoring the Game and will encourage him/her to remember ROOTS—respect for the Rules, Opponents, Officials, Teammates, and Self. If the official makes a "bad" call against my team, I will Honor the Game and be silent!

- I will use a self-control routine to avoid losing my composure when things go wrong. I will take a deep breath, turn away from the game to refocus, count backwards from 100 or use self-talk. (“I need to be a role model. I can rise above this.”)
- I will engage in No-Directions Cheering. I will limit my comments during the game to encouraging my child and other players (from both teams).
- I will get my child to practice and games on time and will be on time picking my child up after games and practices.
- I will refrain from making negative comments about my child's coach in my child's presence. I understand that this will help to avoid planting negative seeds in my child's head that can negatively influence my child's motivation and overall experience.

Issues, Concerns and Feedback

The Trebol Soccer Club encourages appropriate and constructive dialogue between parents, players, and coaches. If a concern or grievance arises, please avoid voicing those concerns either in front of the entire team or through team email lists. To facilitate resolution and provide an avenue for concerns to be expressed in a manner that is fair to both the parties involved, please refer to the Trebol Soccer Club grievance policy found on the website at <http://www.trebolsoccer.org/page.php?p=152>.

Valuable Computer Resources

e7sports

e7sports is Trebol Soccer Club's registration software. Before the fall season begins, the Trebol Soccer Club office will email each team manager their personal team manager login and password. Please contact the office if you have not received this information. These are different login credentials than the ones used for personal family accounts. The process to get into the system is the same. On the club website, hover on “FAMILY ACCOUNT” then choose “ACCESS ACCOUNT” and use the team manager login in info.

e7 is by team managers used for:

- Obtaining your players' email addresses for team communication
- Verify that jersey numbers on the official state roster and the e7 roster match
- Print player registrations (the signed Trebol Soccer Club contract portion of the registration)

Trebol Soccer Club Website

Valuable information, including the Trebol Soccer Club Handbook, can be found on the club website at www.trebolsoccer.org. Important tools for team managers include:

- Team Page (names, add messages, accomplishments, other text)
- Schedule/Contact Sheet

On the club website, hover on “ADMINISTRATION” then choose “WEB ADMIN”. The login username is the team manager's email address and the initial password is welcome1.

Soccer Fields of Colorado Website

This website provides maps and directions to fields in Colorado and Wyoming. This may be accessed at www.soccerfieldsofcolorado.com.

Pre-Season Checklist

The following is a guide to getting your team ready to play for the fall season.

- Schedule a meeting with the coach(es) to determine exactly what assistance your coach needs.
- Organize the team meeting with the coach(es), players, and parents.
- Collect player photos and when necessary, birth certificates.
- Visit the Trebol Soccer Club office to print laminated player passes, pick up the official state team roster, and assemble a 3-ring binder for the coach.
- Confirm that each player has ordered their team uniform.
- Confirm that each player's uniform has been received from Sportline.
- Create and distribute a Team Contacts Spreadsheet with player name, address, home phone, cell phone, and jersey number.
- Determine your communications vehicle (email, text, phone calls, other online tools) and establish a protocol for communicating regular and emergency information (a last minute cancellation or field change).

Trebol Contact List

| | | |
|----------------|------------------------------------|--|
| Marcelo Balboa | Executive Director | marcelo@trebolsoccer.org |
| Pancho Hansen | Director of Coaching | pancho@trebolsoccer.org |
| Karen Logan | Operations Director | karen@trebolsoccer.org |
| Temo Gonzalez | Head of Youth Development | temo@trebolsoccer.org |
| Josh Shemroske | Director of Coaching- Boys' Teams | josh@trebolsoccer.org |
| Taylor Kane | Director of Coaching- Girls' Teams | taylor@trebolsoccer.org |

Email general questions to: info@trebolsoccer.org

Email team manager specific questions to: tmcoordinator@trebolsoccer.org

Mailing Address

P.O. Box 895
Lafayette, CO 80026-9328

Office Address

800 Jefferson Avenue
Louisville, CO 80027

Office Hours

Monday/Wednesday/Friday
9:00 am – 1:00 pm

Tuesday/Thursday
10:00 am – 2:00 pm

Office Phone Number

720.876.2237
720.8.SOCCER

Office Fax Number

720.890.3996

Frequently Used Websites

www.trebolsoccer.org

The official site of Trebol Soccer Club.

<http://trebolsoccer.org/fields.php>

Trebol Field Locations and to Check Field Status

www.soccerfieldsofcolorado.com

This website provides maps and directions to over 1,100 soccer fields in Colorado and Wyoming. This is an excellent resource to find directions to your game day soccer field.

www.coyouthsoccer.org

The Colorado Youth Soccer official website. Learn more about CYS; find your team's schedule and standings, and much more!

www.teamathletics.com

The official site of Sportline, Trebol Soccer Club's official uniform supplier.

Table of Contents

| | |
|---|-----------|
| <u>WELCOME MESSAGE</u> | 1 |
| <u>WHAT ARE THE TEAM MANAGER'S DUTIES?</u> | 1 |
| <u>REGISTRATION COORDINATOR</u> | 1 |
| REGISTRATION FORMS AND FEES | 1 |
| PLAYER PASSES | 1 |
| TEAM ROSTER | 2 |
| COACH'S BOOK AND SUPPLIES | 2 |
| UNIFORMS | 2 |
| <u>PRACTICE AND GAME DAY LOGISTICS COORDINATOR</u> | 3 |
| FOR YOUR TEAM | 3 |
| WITH THE OPPOSING COACH | 3 |
| CANCELLATIONS AND RESCHEDULES | 3 |
| GAME CANCELLATIONS | 4 |
| GAME RESCHEDULE | 4 |
| PRACTICE CANCELLATIONS | 4 |
| <u>TOURNAMENT COORDINATOR (APPLICABLE ONLY IF THE TEAM IS PARTICIPATING IN A TOURNAMENT)</u> | 4 |
| <u>TEAM BUILDING COORDINATOR (OPTIONAL)</u> | 5 |
| <u>SCHOLARSHIPS</u> | 6 |
| <u>CODE OF CONDUCT</u> | 6 |
| POSITIVE COACHING ALLIANCE | 6 |
| PCA PARENT PLEDGE | 6 |
| <u>ISSUES, CONCERNS AND FEEDBACK</u> | 7 |
| <u>VALUABLE COMPUTER RESOURCES</u> | 7 |
| E7SPORTS | 7 |
| TREBOL SOCCER CLUB WEBSITE | 7 |
| SOCCER FIELDS OF COLORADO WEBSITE | 7 |
| <u>PRE-SEASON CHECKLIST</u> | 9 |
| <u>TREBOL CONTACT LIST</u> | 9 |
| <u>TABLE OF CONTENTS</u> | 10 |