

UKRAINIAN NATIONALS

Travel Team Manager Handbook

Ukrainian Nationals

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This handbook is not designed to be comprehensive, but is being provided to give new and existing team managers a sense for the scope of responsibilities in managing a travel team. It is recommended that you connect with other managers to help address questions or gaps. The important thing to remember is that we are all working towards the same goal and there is plenty of help to be found if needed.

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Introduction:

Thank you for taking on the responsibility of managing a team at the Ukrainian Nationals. Most teams are coordinated by a parent manager who organizes the other parents and provides Administrative support to the coach(es) and the club. The club has partnered with TeamSnap to help all of the teams organize schedules, logistics, store registration documents and communicate with the parents, coaches and club. All official club communications comes through TeamSnap, so it is essential to get all parents / players registered on the site and to download the application to their mobile phones.

For more information and tips on using Team Snap, please refer to Appendix A.

The Ukrainian Nationals believe that as team managers you can have a strong positive impact on the success of the team, the program, the club, and the individual players. We want to provide you with the tools and resources to enable that success. As a volunteer manager, you are part of a network of other volunteers, board members, professional coaches and administrators all working towards the same goals. We want to provide you with an outlet to share your ideas, feedback and experience, as well as, provide education and support for the benefit of all players.

As a member of the Ukrainian Nationals community you are on the cutting edge of player development in the United States. Our board, director of player development and professional coaching staff are all part of an evolving program designed to reflect the "Best Practices" for Coaching, Administration and Player Development.

1. Manager Responsibilities: (what have I gotten myself into?)

Delegation

One of the most crucial skills for a manager is delegation of tasks to other parents. The scope of managerial tasks is too broad for most managers to undertake alone. In addition, all parents should understand and appreciate the effort required to run a travel team. People tend to support what they help to create, and parents who have responsibilities will be more supportive of the team than uninvolved parents. The tasks explained below can be performed by the manager or delegated to other parents. It will be up to the individual managers and coaches to align the parents and determine which tasks are most appropriate to delegate. Delegation of these tasks does not obviate the manager from accountability for timely and accurate execution of the these items.

Team Snap

Each team has a dedicated Team Snap site that has been created by the club webmaster, Ted Schmidt (tjschmidt3@comcast.net). Once you have access to the team you can begin to ensure that all relevant information is included on the site. Take some time to familiarize yourself with the site and how it works. Basic information for each player, coach and manager should be updated. This includes a photo of the player, contact e-mail, cell phone (be sure the parents enable text messaging so you can contact them quickly for field changes or other issues),

payments, etc. Additionally, you can create custom fields using the Manager Tab in order to capture important information for each player (e.g. EPYSA ID). You will have the ability to customize your team site and add a photo of the team. You are also able to set access permissions so that people can get to certain tabs and not to others.

Tip: Once your site is up and running, create a separate e-mail list so that the uniform coordinator, tournament volunteer coordinators and others can communicate with the team as needed. See Official Paperwork tip for creating a Tournament File.

Budgets / Treasurer

The manager may opt to have a separate team treasurer. This is optional but it is always good to have two approved signors for the team accounts. This should not be the coach and the manager; the treasurer should be another parent who has experience with managing budgets. The treasurer should prepare a team budget each season (see Appendices E and F for drafts) and distribute to parents. A pro forma budget should be prepared and ready for distribution at tryouts. Parents should enter into the commitment with a clear understanding of the financial obligations. Fixed budget items include club fees, training fees (coaching) league fees and associated referee fees, tournament fees, winter indoor training costs and; optional items including, patches for tournaments, travel cost buffer for coach travel to tournaments, equipment (e.g. bench), misc (e.g. guest player uniform), social events, food or beverages purchased by the team, photography, gifts, miscellaneous expenses, and a contingency fund. Pay bills, keep records of financial transactions.

In general fees are collected in a rolling fashion with the expenses spread out over the season. A good guideline would be to establish four payments over the course of the season. Below is an example of payment structuring; you can amend as needed:

1. April - First payment should be \$100 immediately (within a week) post tryouts – this payment is forfeited if the player accepts a spot on the team and then later declines to go to another club. The offer of the position on the team should only be considered accepted once this fee is received.
2. August - Second payment should include club dues which are due in July plus coaching fees for a couple of months, tournament registration fees for any late summer tournaments and fall league registration fees and referee fees for fall league
3. October – Third payment should include coaching fees fall tournaments, etc
4. December – Fourth payment should include all expenses for the winter and spring. These can be spread in part across the other payments if needed. This should be the final payment for the season and should carry the team through the Memorial Day tournament which is the final event of the season for the existing team

Refunds – In general, the club policy is that refunds are not offered for players who leave a team mid-season. This can be discussed with the coach and club leadership on a case by case basis but the current standard is that if you leave after Jan 1 (after the fall season) there is no refund)

Tip: Manage and report all payments in the payment tab of Team Snap. All payments should be collected prior to the start of winter training or the first winter season. Once the team moves into the New Year there can be challenges with collection so it is best to have payments wrapped up before January 1.

See appendix D and E for example budgets

Bank Account

Each team should have an established bank account. If you do not already have one, set one up. There are a few important things to know when setting up an account for your team:

1. The club preference is that teams use the Ukrainian Federal Credit Union to manage team finances. www.rufcu.org
2. There should always be a second authorized signor on the account. This should not be the coach and the manager; the treasurer should be another parent who has experience with managing budgets. A pro forma budget should be prepared and ready for distribution at tryouts (see appendix B and C for examples of budgets). Parents should enter into the club commitment with a clear understanding of the financial obligations. Fixed budget items include club fees, training fees (coaching) league fees and associated referee fees.
3. EIN – The club suggests obtaining an Employee Identification Number or EIN through the IRS website (www.irs.gov). The process is very straightforward and there are specific you should select to identify the EIN as being used for purposes of a recreational or travel sports team. Ensuring this designation is important because it eliminates the tax filing obligation every 3 years with a standard EIN.

Official Paperwork

Be sure to maintain hard copies and e-records of the following paperwork:

- **EPYSA Paperwork**
 - **RG6 Registration Form** - All players, coaches and managers must complete this form. Once completed the information is stored on the EPYSA site for the team and you can access it electronically. It is also recommended that you retain a copy of these documents in the File tab of your Team Snap site. **You will get an e-mail with an EPYSA ID and password for the website. Keep this saved somewhere, it is you access to make changes to the team over the course of the season.**
 - **Medical Release Form** – All players must complete this form and ensure that appropriate emergency contact information and medical insurance is up to date
 - **Medical Insurance Card** – Each player must provide a photo copy of an up to date proof of insurance (front and back of card)
 - **Birth Certificate** – Photo copy of players birth certificate to verify age and submit for EPYSA player card – there is a \$15 fee for the cards, this should be accounted for in you budget planning. Cards are typically good for 2 years
 - **Player Passes** – Each player and coach will be required to have an EPYSA player pass in order to participate in both league and tournament play. These passes are typically good for 2 years. They will require you to get a 1x1 headshot of each player (I phone photos are good for this) and to have a scanned .jpeg file of the players' birth certificate to verify the players age uploaded into EPYSA. There is a template for creating the Player Passes on the EPYSA site and you can get the paper template from the office at the club. Once they are printed, you will need to get the passes laminated so they remain in good shape for the season. Each player gets one pass per year. If they move between teams they will use their original pass for the remainder of that year.
 - **Official Stamped Roster** – Once your team is created by you and validated by the club registrar, you can print an official roster to use for league and tournament play. The roster will show up in a .pdf format with the stamp on it once the team is approved. Print this roster and immediately make multiple hard

copies. Scan one of the copies or save the .pdf of the roster to your Team Snap files folder. You should laminate one of the stamped rosters and provide it to the coach so they have it available if it is requested at an event.

- **Making changes or swaps across teams** – any changes that are requested through the EPYSA database should also be copied to the club registrar so that the request can be facilitated through the appropriate league administrator. No manager should contact EPYSA directly. All communications should be run through the club EPYSA registrar
- **Clearances** – There are multiple clearance documents that each coach, assistant coach and manager will have to complete:
 - **PA Child Abuse Clearance** – *add link here*
 - **FBI Background Check** – for PA residents with less than 10 years of continuous residence in the state – *add link here*
 - **Annual Concussion Certification** – Link can be found on EPYSA website

Tip: Once you have all of the paperwork collected from the team, create an electronic file that has your stamped roster, all player medical release forms, scans of the player passes and save it as your tournament file (e.g., 201516 U12F Slava Black Tourn Reg). This can be saved on your team snap site in the Files Tab and can be used to electronically register for tournaments. You should also keep an organized print out of this file in an envelope as a back-up.

- **US Club Player Pass**
 - **Players who would like to get a US Club Pass will need to.....**
- **League Specific Paperwork**
 - **Enrollment In League** - Each of the leagues has different forms, such as Application to Play, Division Structure Request, and Scheduling Request. Some of these forms can now be completed online. Complete the necessary forms and submit as required to league office or Club Representative.
 - **Club League Representatives are:**
 - PAGES
 - ICSL
 - DELCO
 - APL
 - **Initial Team Registration** - Performed in July or August for all teams. Carefully read the respective league Registration Manual. Following directions explicitly, prepare the official team roster and player passes using the new roster program for submission to the appropriate League Coordinator at the club.
 - **Medical Release Forms** - Collect a signed medical release for each player.

League Games / Line-up Sheets

You are responsible for updating your Team Snap site with the full league schedule for your team. Provide all relevant details including directions to the fields for away games, uniform requirements (home/away) and any other important details. Each league provides directions and/or links to their facilities. These can be copy and pasted into your Team Snap site when you are adding games. Additionally, you will need to create a line-up sheet for each game.

Templates can be found on either your league website or on the EPYSA website. The line-up sheet is repeated three times on a single page (home coach, visiting coach & referee each get

one). Once you have filled out the line-up sheet you will need to tri-fold the document and cut it so that each official can get one copy of the line-up. These are required for each league game (see Appendix E).

Referee Fees

These fees vary by league and are outlined on each league's website. They will also vary in amount by age group (8 v. 8, 11 v. 11). It is the responsibility of each team to pay ½ the referee fees. This should be paid in cash in exact change. You or the team treasurer is responsible for ensuring that this is done for each league game (Fall or Spring). Winter / Indoor leagues typically roll referee fees into the league fees so these are not an incremental payment you are responsible for (best to confirm this when signing up for an indoor league).

Tip: Consider creating a labeled envelope for each season game. You can put the referee fee and the line-up sheet in each envelope ahead of time. Don't seal the envelopes and be sure to leave a couple of extra spaces on the line-up sheets so that if players are added you can easily write them in. You can either provide these to the coach ahead of time or bring them to the game.

Scheduling / Re-scheduling Fields (Training & Games)

All requests for fields should be sent to fields@ukrainiannationals.com. In the fall and again in the spring, the Field Coordinator will reach out to all coaches and managers for input on desired training dates and times. As a general rule, younger teams (2004 and later) get earlier times and train 2x per week. Older teams (2003 and earlier) typically train later and train 3x per week. This may vary depending on your coach's preference.

For scheduling or re-scheduling of league games, the field coordinator will.....

League-wide Rainouts

In the event of area-wide inclement weather or poor field conditions, the league can declare a "league-wide rainout," which means all games are canceled and are re-scheduled by the league on one of the rain-out make-up dates at the end of the season. Notice of a league-wide rainout can be found on the league web sites.

Individual or Club-wide Cancellations

The club may also cancel or relocate individual games. The Field Coordinator will assess the status of the field conditions on game days and decide whether the fields are playable. Ukrainian Nationals field cancellations are announced on the club website at www.ukrainiannationals.com/fields/. Once games have been canceled for the day, the decision is not reversed. When a game is canceled, the home team coach or manager must notify the opposing team representative at least three hours before game time. Referees also have the authority to delay or cancel games if field or weather conditions deteriorate either before the start or during the game. Immediately upon suspension or termination of a match, players and spectators must leave the field and the surrounding area and return to places of safety, such as enclosed automobiles or the clubhouse. Team officials and parents are not to argue with the referees over these decisions; they are responsible for the players' safety. Games called because of lightning are often resumed after an appropriate interval.

Scrimmage “Friendly” Matches at the club

The club does not currently allow for play of scrimmage matches on the property. There are almost 60 teams all looking for space and between training and league games the fields get a tremendous amount of use. While scrimmages or friendlies between clubs are at the discretion of the coach, those must be played off site.

Yellow / Red Cards

The club policy for any player that receives a yellow card is as follows; it should be documented by the coach/manager and referee then reported to the league. If that player gets a second yellow card they are suspended for a game. Leagues may have different rules for bookings and those must be followed in addition to the club rules.

Any player or coach who receives a red card must sit out the next scheduled game. The referee and opposing coach must be notified of such a suspension before the start of the game. The league may require that the players pass be sent to the league with the game report. League suspension rules differ, please refer to the league manual for specific information regarding length of suspension.

Sportsmanship is of the utmost importance at the club. Behavior or play that results in a booking will be dealt with directly by the board of the club. Any coach who is ejected from a game will be suspended until the board determines an appropriate action. Any parent that is ejected from the sideline for poor behavior will be brought before the soccer board and the player may face consequences for the parent’s behavior.

In short, any behavior from the player, coaches or parents that results in a red card booking or removal from the field will have not only league consequences, but club consequences as well, and will not be tolerated.

Score Reporting

Rules for calling in the score and reporting any red cards issued differ amongst the leagues, please see the league manual for specific information on score reporting.

Uniforms and Equipment

A parent should be selected / volunteer to be the uniform coordinator for the team. This name should be provided to the club uniform coordinator (XXXXXXX). Uniforms change every three years (new uniforms in 2016/17). The link for ordering uniforms will be sent out by the club coordinator to all team uniform coordinators and it is his/her responsibility to cascade this to the team for action. The team coordinator should provide players with guidance on uniform requirements, training gear and optional equipment such as; bags, warm-ups, goalkeeper shirt and other individual equipment. Typically, there are sizing days at the club to help parent’s gauge uniform sizing for their players. These will also need to be cascaded to the team or posted on Team Snap.

The club has some equipment available for training. However, if a team wishes to supply the coach with training equipment for the team such as soccer balls, speed and agility equipment, etc. this should be accounted for in the budget and should be collected from the coach in the event of a coaching change. The equipment moves with the team not the coach. An inventory of all equipment purchased by the team and provided to the coach for use should be kept on Team Snap so that the equipment can be collected and accounted for as needed.

Jersey Numbers

The manager must track jersey numbers and should coordinate across all teams in the age group. As a general rule it is best not to repeat any numbers across teams (e.g. Black / Red / Gray). Players may move from one team to another throughout the year and duplicate numbers can be confusing and create a significant administrative hassle for leagues, tournaments and State Cups.

See Appendix A for template

Tournaments

Discuss with the coach an outline for the season when you are planning the annual budget. You should account for an estimated number of tournaments in your budgeting. For example, every team at the club is required to play in the Memorial Day tournament. Those fees of \$750.00 should be accounted for in the budget planning. A reasonable estimate for tournaments is \$800 - \$900. You may be able to look up past tournaments to assess costs and plan accordingly. Once you have determined how many tournaments and the coach has identified which ones are the priorities, you should post the dates as placeholders to Team Snap and ensure that you maximize early registration discounts if possible. File timely applications for selected tournaments and have backup plans if the team is not accepted.

Many tournaments now use e-registration processes. Often this is done through GotSoccer.com. You may need to set up an account for your team on this site or get the login information from the team's previous manager. Also, you should have a file set up in Team Snap that contains a "tournament file.pdf". This should contain your stamped roster and player passes. It will allow you to quickly and easily e-register for tournaments. This file is also useful if you are on site and get a question, you can access it from your phone through the Team Snap app.

You should track tournament performance history and league performance as these are typically requested for determining the appropriate level for a team to play in a tournament. Records of this should be kept in Team Snap so that the coach or others can access them if needed.

In the event that the tournament requires overnight stays, some tournaments will ask that hotels be booked through the tournament website others leave it up to the individual team. This is a choice for you and the coach to make. It is a good idea to have a parent take on the responsibility of coordinating rooms, dinners or other activities at tournaments. Delegation is key to survival here. The team should also be prepared for an account for the cost of the coach's room and meals when traveling. This should be discussed as part of the pre-season budgeting process and there should be alignment between the club, coach and team on what will be covered and what is the individual's responsibility.

Guest Players

Many tournaments allow teams to bring "guest players" who are not on the roster for league play. The tournament application indicates any limit on the number of guest players. To add a guest player to a tournament roster, write in the player's name and other information on the first blank line of a COPY of the official stamped roster. Do not write on the original roster! Guest players must have a current player pass and you will need a copy of the pass to register (a pdf scan is

appropriate in almost all cases).

There may also be additional registration requirements for certain tournaments. These may include separate registration paperwork, copies of the player pass and medical release forms. Out of state players may also require additional paperwork. Be sure to prepare the paperwork ahead of time as deadlines for tournament registration are typically held firm.

***Tip:** Often times the Black & Red teams will share players for tournaments. It is a good idea to coordinate closely with the manager of the other team and keep a tournament registration file from each team on your Team Snap site. This makes it easy to grab medical release forms and player pass scans on your phone or on-line without having to create administrative churn.*

Patches

Club patches are usually exchanged with opponents after each tournament games at the younger ages (U12 and below). Patches can be purchased at the club and should be included as part of the annual budget for appropriate teams. To calculate the number of patches needed, allow for full rosters (14 - 18 players), coaches, and any playoff games. Patches need not be exchanged with teams more than once.

PA State Cup

State Cup, sponsored by EPYSA, is the playoff that determines the Pennsylvania State Champion in each age group. State Cups are played in the Spring and each Black team from the club is required to participate.

Registration information can be found on the EPYSA website. There are specific guidelines as to the number of guest players and when final rosters are due for submission. Please adhere to the guidelines for registration and roster changes. Refer to the EPYSA section of this manual for guidance on roster change procedures.

Sometimes teams have to travel far to meet their Cup opponent. Matches are assigned by draw in a single-elimination tournament format a few weeks before the Cup begins. State Cup matches take priority over league play; teams with conflicts must notify both the opposing league team and their Club Representative to arrange to reschedule their league game.

Cup winners (state champions) advance to the US Youth Soccer Region 1 Championship Tournament in early summer. Champions from the four U.S. Youth Soccer Regions advance to the US Youth Soccer National Championships in the U14 through U19 age groups.

Indoor Winter Soccer & Futsal

Many teams play in indoor, small-sided soccer leagues during the winter. Several area facilities offer indoor select leagues and holiday or weekend tournaments. Registration is usually due in early Fall. Some of the more popular leagues/facilities fill up very quickly. Some indoor organizations offer two seasons of play (late fall-early winter and late winter-early spring), while others have one season that usually begins in December or January. These leagues tend to be expensive and should be budgeted for ahead of time. Some coaches love indoor soccer because it is fun, builds foot skills, and keeps their players in touch with the game; others dislike it, claiming it corrupts the players' touch and style of play (in part because players learn to play the ball off the wall).

Participation in an indoor league is at the discretion of the coach and should be a topic for one of the first parent meetings so that expectations and budgets are managed appropriately.

Player / Coach / Parent Behavior

Sportsmanship is the highest priority at the club. Bad behavior by any player, parent, coach or team official will not be tolerated. Set a good example for your players. Stay positive on the side-lines and allow the coach to handle the team on the field. Parents should not be coaching or addressing the officials during the game.

What happens after the game is as important as what happens during the game.

See appendix C for the club Code of Conduct.



What Makes A Great Sports Parent.pdf

2. Communications

Communication is a key to successful management of a team. Parents are often juggling multiple players and hectic schedules. The goal is to make this as simple as possible for the parents and the players. Clear and consistent communication also helps the club to manage almost 50 teams across the facility.

Club Meetings

The club hold meetings monthly for coaches and managers. For routine club meetings it is expected that each team be represented. These dates will be sent out through the club website and managers should make every effort to attend. Notes can be shared with parents in a summary e-mail after the meetings. This is also a good opportunity to share feedback with the club specific to what is working well and what challenges are being dealt with.

Team / Parent Meetings

It is recommended that each team holds parent meetings at least 3x per year and ad-hoc as needed.

1. Initial meeting should be immediately post try-outs to bring the new team together and discuss plans for the upcoming year. Work with your coach to outline a plan and pro-forma budget for the team. This meeting should include a discussion of coaching philosophy, fundraising (see fundraising below), review of the code of conduct, budget review and volunteer expectations for the club. Additionally, this is a good opportunity to get Team Snap set up and outline expectations of the parents for staying on top of availability and general responsiveness
2. The second meeting should be towards the end of the fall season to map out the plans for winter and spring. This should also be when the last payment for the season is collected. It is a good opportunity to celebrate the fall and solicit any feedback (not that you won't be getting this routinely anyway)
3. The third meeting should be in March to outline the approach to State Cups, discuss try-outs and finalize plans for the year. There should also be a budget reconciliation at this

point to determine if there is need for additional funding or if there is a surplus in the budget, how that should be managed (e.g., additional tournaments or league play for spring)

Fundraising

Discuss team philosophy regarding needy players and fundraising, including expectations for team and participation in fundraisers. Fundraising activities and use of the Ukrainian Nationals logo / branding must approved by the soccer board. You can submit requests to the board by e-mailing them to the board president for review.

Team Issues

Problems between parents/coaches/players will be directed to the team manager. The team manager will notify the Development Director for boys or girls and the Director of Coaching. The club will provide a recommendation to resolve outstanding disputes. Coaching changes will be coordinated through the Club following the process just described.

International Travel

To be updated.....

Olympic Development Program (ODP)

With the new US Soccer guidelines going into effect it is unclear if the ODP program will continue beyond 2017. More information will be provided as it becomes available. For now please refer to the link below for additional information.

<http://www.ussoccerda.com/home.php>

Indoor Training Space for Winter

There are several facilities that rent indoor space for winter training. Each team should evaluate options early in the year and determine a schedule for indoor training (e.g. 1x per week vs. 2). Budgets for indoor space can range from \$65 per hour to \$150 per hour. This adds up quickly and should be a consideration when planning your winter schedule. There is a good opportunity here to potentially share space across Black and Red teams. This is a cost effective way to manage space and also helps with numbers as many players participate in other sports during the off season (e.g. Lacrosse, Swimming, etc).

Some common places for indoor training:

- SMG Warminster
- Total Soccer Warrington
- BuxMont Indoor Sports
- Keystone Sports Training - Hatboro

Insurance Certificate

Some indoor facilities will require a proof of insurance certificate from the club prior to allowing use of a facility. This can be requested from the soccer board. You can e-mail requests to XXXXXX

Important Contacts

Who do I contact if I want to:

- a. Scheduling practice times and games – fields@ukrainsnational.com
- b. Obtaining referees for games or a no-show – league official from the club
- c. Registration Issues – league official from the club or for EPYSA contact Cheryl Morris at momsjm@aol.com
- d. League Representation – individual league coordinators

3. Club Tournaments

Memorial Day

Columbus Day

4. Tryzub Clubhouse Rentals

Appendix A: Use of Team Snap

- Ted to provide

Appendix B: Budget Template Examples



Zoria Black 2015-16
Player budget (2).xls



2015 2016 Slava
Budget Est V5.xlsx

Appendix C: Code of Conduct



Ukrainian Nationals
Code of Conduct 201

Appendix D: Line-up Sheet



Line up 2015.xlsx