



MONTGOMERY TRAVELERS SOCCER CLUB

How to be a Team Manager

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ROLE DESCRIPTION: You are the primary point of contact for the team. Your goal is for the players and parents to have a great team experience. To do this, you'll coordinate with opponents, coach and Club volunteers to make sure games and practices happen, and parents to make sure they're informed and involved. You'll attend and vote at Club leader meetings to elect Club officers and decide on Club policy and finances. You can do all of this yourself, but most managers divvy up aspects of it amongst the parents.

TIME COMMITMENT: Season startup: 20 hours total. Weekly during season: 2 hours per week. End of season, team parties, and quarterly Club leader meetings: 3 hours each.

SEASON STARTUP:

This is the most time-intensive part of the year: August - September for the fall season, and March for the Spring season.

- In early August, get familiar with things:
 - Go to this link: [MTSC 2021-22 Travel Info](#) . Here, you'll find all the info about your team, and contact info for the other team managers and Club volunteers.
 - Go to this link: [How Tos for Managers and Volunteers](#) You'll find instructions for many of the tasks shown in this document. Browse through them so you know what's available to you.
 - Go to this link: [MNJYSA website](#). Click on Resources, then League Documents. Here, you'll find the [MNJYSA Handbook](#), which lists all the official rules for the league. You don't need to memorize this, but it's handy to refer to if you have a question.
 - The Club registrar will send you a list of registered players. Check that TeamSnap has all of your players listed, and that you have team admin rights to add events (by scheduling the team meeting, below)
 - The Club webmaster will send you a link to your team account on GotSoccer. Be sure that you can log in, and you can see all of your players on the roster. Check that your contact information is correct.
 - The Club uniform coordinator will send you a list of jersey numbers. Check that GotSoccer and TeamSnap have these jersey numbers. If there are parents that have not ordered a uniform, remind them to do so.
 - The President or DoC will send you a schedule for practices. Load these into TeamSnap (use the repeating event function to make this easier). In the fall, practices are at Lubas Field. In the spring, they are at Mill Pond.

- In the last week of August or first week of September, hold a team meeting with parents, coach, and Director of Coaching. For your first Team Meeting, an experienced Team Manager will also come to talk to the parents and give you advice. Meeting topics:
 - Introductions
 - Upcoming schedule (practices, games)
 - How practices and games work
 - All practices and games are mandatory unless a pressing reason... your player's teammates are relying on him/her!
 - Player must be ready to warm up 30 minutes before game time. Allow extra travel time for away games!
 - Parents one side, players and coaches the other
 - Using TeamSnap; importance of marking availability
 - Volunteers to help you (assistant coach – most important!, game scheduler, game day person, party coordinator)
- Schedule games with opponents:
 - You will use the Chat function in GotSoccer to coordinate with opponents. Instructions are posted at: [How Tos for Managers and Volunteers](#). Some clubs are not tech-savvy and will prefer to schedule with you by phone or email. This is OK, but you should document anything you agree to with a followup Chat message in GotSport.
 - About 2 weeks before the start of the season (about Sept 1 and March 1) the league will publish the league schedule (date, home team, and away team, but no start time). You'll get an email from the Club's league rep when this happens. Typically, you'll play each opponent twice: once home and once away.
 - (SPRING ONLY): If you've been scheduled for a home game before April 1, Immediately chat to your opponent to request that you swap home/away dates. Our fields do not open until April 1 (and sometimes later if March is cold). When the opponent agrees, immediately let the Club Scheduler know the new home date so (s)he can add it to the home schedule.
 - Immediately load all 10 games into TeamSnap with TBDs for date and away locations (assume any swaps in the spring will be agreed to). This gives parents as much notice as possible which weeks will be home and which away.
 - A few days later, the Club Scheduler will give you proposed game times and field assignments for your home games. These times have been coordinated so our coaches (who coach multiple teams) don't have conflicts, fields aren't double-booked, and ref crews can move from field to field without sitting around for long periods between games.
 - It is the home team's responsibility to propose a time and place for the match. So once you have your home match times, immediately chat them in GotSoccer to your Home opponents.
 - Likewise, you should receive chats from your away opponents with a proposed time. If you don't, chat to them and ask for a time.
 - Once you have a time set with the opponent:
 - Away: make sure you have the location and field # (if any) of the game, and what uniform color they will be wearing. Update the TeamSnap event to add the time, location, and which uniform color (shirt, shorts, socks) players should wear. Update GotSoccer with the time of the match (your opponent may already have done this).

- Home: chat the opponent the color we will wear (green / black / green), and the address (11 Mill Pond Rd, Belle Mead 08502) and field number. Update TeamSnap with these details. Email the Club Scheduler and tell him/her that the home game time is confirmed. Update GotSoccer with the time of the match.
 - Note: Focus on your first games first. Try to schedule them all, but don't sweat it if a game that is still 3 weeks out has not been locked down yet. If an opponent is nonresponsive, or making unreasonable requests, escalate to the Club President so (s)he can take it up with the league.
 - Note: For some away games, your opponent will not be able to give you a game time until the week before the game (because their township doesn't tell them what time they have a field until the week before). By rule (see the MNJYSA Handbook), they have until the Tuesday 8pm before the match to inform you of the time. Also by rule, you are required to accept that time. If this conflicts with your coach's schedule, you can ask for a better time, but they are not required to provide it. So you have the choice to play with your parent volunteer coach, or ask for a new date. But likely, if you ask for a new date, you'll just run into the same problem again.
 - Note: The MNJYSA Handbook gives the rules on scheduling. Generally, be as flexible as is reasonable with opponents, and be polite when asking them for flexibility... remember, they are volunteers too. But you'll occasionally run into an opponent who makes unreasonable requests. In that case, you can remind him/her of the Handbook rules, and escalate to the Club president, who can contact the league and the opponent's club management to resolve it.
- Prepare for the first practices and games:
 - Ensure that all games and practices are loaded into TeamSnap (including any games for the September tournament).
 - Ensure that all of your players (including any new ones) are loaded in TeamSnap and GotSoccer.
 - In GotSoccer, print your first match card. Make sure all of your coaches and players appear with NJYS ID number and jersey number. Edit any that are missing.
 - Meet the DoC at the lockup to get your lockup key, team bag and folding bench. Check that your team bag has ice packs, first aid kit, pinnies, goal keeper shirt, goal keeper gloves, and 2 team balls.
 - The Club registrar will send you a PDF of your player and coach passes. Print 3 copies of these, cut them up, and laminate them or put them in clear business card holders (By rule, they must be cut up into cards, and they must be laminated/covered in some way.) Give one set to your game day person, one set to your coach, and keep one set for yourself. Remember: no pass, no play, no exceptions.
 - Familiarize yourself with the game facts:

GAME FACTS FOR FALL 2021, BY DIVISION

Config.	Div.	Min.	CR	AR (ea.)	Ball
11v11	U19	90	\$95	\$47.50	5
	U18				
	U17				
	U16	80	\$85	\$42.50	
	U15				
	U14				
9v9	U13	70	\$75	\$37.50	
	U12	60	\$65	\$32.50	
U11					
7v7	U10	50	\$55	\$27.50	4
	U09				
	U08				

○	Grace period for No Shows (Min.):	Home 15	Away 30	Referee 30
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WEEKLY DURING SEASON:

- Game Day:
 - Review the match card. Line out any players or coaches who are not attending.
 - Get cash to pay the refs (see table below). Home team pays the refs. Exact change.
 - Make sure you have: match card, player/coach passes, team bag, team bench, cash. If it is going to be hot, get a folding canopy from the lockup.
 - If the weather is iffy, look for an email from the Club Scheduler if home matches are cancelled. If away, chat or text with your opponent. If cancelled, update TeamSnap.
 - DO NOT assume a game is cancelled unless you get confirmation. After 10am on game day, only the refs can declare a field unplayable. You and the team must be there and ready to play.
- At the field:
 - If a home game, get the corner flags and signage from the lockup and set up on the field.
 - Set up the team bench and place the team bag next to it. Set up the canopy if you have one.
 - Referees will check-in the players about 10-15 minutes before match time. Hand the cash, game card and player passes to the lead ref (having the passes in order is always appreciated).
 - Get the passes back from the lead ref when check-in is complete.
 - Unless you are a coach with a pass, go to the spectator side of the field.
 - Enjoy the game... be a parent!
 - After the game, get the bench, (canopy), and team bag. If a home game, return the corner flags and signs to the lockup (OK to leave them out if another game on that field that day). If you took a canopy, bring that back to the lockup.
- Monday evening:
 - Load the game score in GotSoccer (you'll be locked out of doing this if not done within 48 hours of match time)
 - Verify that TeamSnap has the correct next week's game info.

- Look at availability, and verify that you have enough players for the game. Bug those that have not marked availability.
- You should receive an email from the Club Scheduler with the list of home games and times for the following weekend. Check that it is correct, and respond immediately (but not later than Tuesday afternoon). Respond EVEN IF you have no home game. Just say that you confirm your team has no home game.
- Print your match card for the following week's game.
- Practice days:
 - If the weather is iffy, look for an email from the Club President or DoC by 3pm saying that practices are cancelled. If so, update TeamSnap immediately.

END OF SEASON:

- Check GotSoccer to ensure that all games have scores reported. If any are missing, email the Club President so (s)he can forward to the league for manual entry.
- In the fall, verify that you have received an email from the DoC or President with the schedule for winter practices, and that these are loaded in TeamSnap.
- In the spring, return team bag and bench to the lockup