



TEAM MANAGER HANDBOOK

November
2021

Dear Team Manager:

Thank you for volunteering your time to serve as the Team Manager for your soccer team. As a new Team Manager, you feel overwhelmed at times, but after the first year you will become a seasoned veteran. This handbook was designed to help answer questions, issues and concerns you may have During the upcoming soccer season.

As a manager, communication is the key, the coach establishes the plan for the team and we the manager assist in making it happen.

Good luck to you and your team. If I can be of any assistance, please do not hesitate to contact me.

Monica Marker

Director of Team Managers

(C) 717-602-9889

TeamManagers@casasoccer.org

CLUB INFORMATION

Office Location: 1288 North Mountain Road
Harrisburg, PA 17112

Office Hours: Monday - Thursday 10:00 AM – 1:00 PM

Mailing Address: 1288 North Mountain Road
Harrisburg, PA 17112

Main Phone: (717) 652-3676

Weather Line: (717) 657-9596

Office Email: clubmanager@casasoccer.org

Website: www.casasoccer.org

Office Directions: Take I-81 to exit 72 towards Linglestown. Merge onto Mountain Road. The office will be on the left hand side, in a building that was previously a bank.

Club Administrator: Casey Lenker clubmanager@casasoccer.org

Club Registrar: Karen Crawford kcrawford@capsoccer.org

CASA BOARD OF DIRECTORS

<u>Position</u>	<u>Officer</u>
President	Ryan Bomgardner
Vice President	Jason Snyder
Secretary	Mike Deaven
Treasurer	Kevin Coleman
Immediate Past President/Nominating Chair	Bill Thomas
Director of Fundraising	Danelle Barrick
Director of Team Managers	Monica Marker
Director of Recreational	Amanda Minner
Director of Referees	Mike Callahan
Director of Facilities	Kraig Minner
Director of Marketing	Brent Paul
Director of Sponsorships	Bill Thomas
Director of Concessions	Etzer Dijkstra
Director of Volunteers	Lisa Hannah
Director at Large (Dir. Boys Rec)	Leah Suka
Director at Large (Dir. Girls Rec)	Lauren Eby
Director at Large	Ryan Pudloski
Director at Large	OPEN
Director at Large	OPEN

TRYOUTS

Open tryouts for Travel teams are held each spring. They are conducted over a two-week period. As the Team Manager, you or a team volunteer should plan to be at tryouts to assist with assigning pinnies and numbers. Players attending tryouts should register online.

Once tryouts have been completed and teams have been selected, players will be notified of the tryout results. The roster will be sent to the Team Manager and work on the registration process will begin.

REGISTRATION

There are many pieces to the registration process following tryouts. As Team Manager, you will need to follow up and ensure that paperwork is completed for all players and submitted to the CASA office by the deadline. It is critical to pay close attention to due dates because this impacts when you receive your official roster and player passes from EPYSA.

Following is the Team Manager Checklist. This provides guidance on the paperwork and due dates for the registration process. It's important that paperwork for the team as a whole be turned in to the office at one time. The checklist should be included.



TEAM REGISTRATION CHECKLIST

2022-2023



PROGRAM: CASA TRAVEL

TEAM NAME: _____

AGE GROUP: U9 U10 U11 U12 U13 U14 U15 U16 U17 U18

GENDER: Male Female

HEAD COACH: _____

PHONE: _____

EMAIL: _____]

TEAM MANAGER: _____

PHONE: _____

EMAIL: _____

IS YOUR TEAM PLAYING IN AN AUGUST TOURNAMENT? YES NO

If YES, name of tournament: _____

Date of tournament: _____

THE FOLLOWING DOCUMENTS MUST BE ENCLOSED IN ORDER FOR YOUR ROSTER AND PLAYER PASSES TO BE PROCESSED:

- RG-6 Form** for each player
- Signed **Player Code of Conduct** for each player
- Signed **Parent Code of Conduct** for each player
- Signed **Coach’s Code of Conduct** for the head coach and assistant coaches
- Copy of Birth Certificate for any NEW players only**

IN ADDITION:

- Coaches and Managers must complete the Heads Up Concussion training and Safesport training and upload the certificate once complete. These must be done yearly.
- Coaches and Managers must complete background checks every 5 years and upload the required documents.

ALL paperwork for the team must be returned in one packet to the CASA office by JUNE 13, 2022. Submission of paperwork after that date may result in a delay in receiving rosters and player passes.

Once the rosters have been finalized for each team, all players will need to register for CASA using the Got Sport online system. They will need to complete player information, upload a 1"x1" photo, upload a copy of their birth certificate, and complete payment information. If it is a year when new uniforms are being purchased, that will also be part of the online registration.

As the Team Manager, you may need to follow up with players to ensure that they have uploaded pictures and birth certificates and completed payment. The CASA Club Manager will be able to tell you what information for your team is needed to complete your registration. Once all registration information is complete for your team, he will send the information to the league so that your roster and player passes can be issued.

Risk Management: Every coach and manager must complete their Risk Management every year before they can be approved as a member of EPYSA. Without a completed and approved Risk Management application, an adult coach/manager cannot be put on a team roster. The club pays \$4.00 for each application.

UNIFORMS

CASA selects new uniforms for all Travel teams every two years. The next year when all players will order new uniforms is 2022. The uniform kit includes a home jersey, away jersey, training jersey, 1 pair of game shorts, 1 pair of training shorts, and 2 pair of socks. If it is the beginning of a new two-year cycle, the kit will be ordered online as part of the registration process. If it is an interim year, the Team Manager should contact the office regarding uniform needs. You will need to ensure that any new players have a jersey number assigned to them.

TEAM ORGANIZATION

As the Team Manager, the time following tryouts will be a busy one. Many things will need to be accomplished before your new roster and player passes can be issued.

Team Meeting

You will want to coordinate an initial team meeting date and time with your coach soon after the team selection is completed. At this meeting, the coach can outline plans for the coming year including the proposed schedule and training schedule. Additional information such as the registration process, required paperwork and financial obligations should also be discussed. Determine what the primary form of communication with the team will be and collect the appropriate contact information, i.e., email addresses, phone numbers for each parent/guardian, etc.

Team Fees

There are two types of fees which will be incurred by players on Travel teams:

- Training Fees – these are the monthly fees paid to the professional trainer utilized by the team

- Team Fees – these fees will cover additional costs incurred by the team and include:
 - Referee Fees – determined by the league your team is participating in
 - Tournament and Indoor/Outdoor League Fees
 - Coach’s Hotel – covers the cost of overnight accommodations for a paid coach at tournaments
 - Coach’s Per Diem – covers the established per diem rate for a paid coach at tournaments
 - Miscellaneous – covers changes in fees after the budget was made, fines, etc.

Team Budget

It is helpful to put together a team budget which outlines all of the costs for the year and share that with parents. The total budget amount can be divided into monthly payments which will not only be easier for parents but will also ensure that there are ample funds in the team account for tournament registrations and other costs throughout the year. It is recommended that monthly payments be collected either the 30th/31st of the month or the 1st. If you use the 30th/31st, please begin collecting in July as your first set of training fees will be due in mid-August. A sample team budget is outlined on the following page:

ITEM	Total Estimated Cost	Estimated Monthly Cost Per Player (17) Over 8 Months (Sept thru April)	Notes
NOTE: Estimated fees do not include hotel/travel expenses for players/families.			
Fees Throughout Year			
Miscellaneous (changes in fees after the budget was made, fines, etc.)	\$ 1000.00	\$ 7.35	Per Diem \$25-\$50/day for tournaments; Overnight accommodations for Coach
Fall Fees			
Referees (CPYSL Fall 2012, 8 games)	\$ 488.00	\$ 3.59	
Spirit United Tournament (Late August)	\$ 775.00	\$ 5.70	
Midstate Classic (Labor Day Weekend)	\$ 575.00	\$ 4.23	
Discovery Cup (Columbus Day Weekend)	\$ 825.00	\$ 6.07	
Fall Tournament - TBD	\$ 775.00	\$ 5.70	
Indoor (Winter) Fees			
Indoor League Fees	\$ 850.00	\$ 6.25	
EPYSA Indoor Cup	\$ 300.00	\$ 2.21	
Leagues United-US Club Indoor Cup	\$ 300.00	\$ 2.21	
Spring Fees			
EPYSA Outdoor Cup (Begins Late March)	\$ 150.00	\$ 1.10	
Referees (8 games @ \$42)	\$ 336.00	\$ 2.47	
Spring Tournament-TBD	\$ 775.00	\$ 5.70	
Spring Tournament -TBD	\$ 775.00	\$ 5.70	
Spring Tournament-TBD	\$ 775.00	\$ 5.70	
TOTAL TEAM ACTIVITIES FEE	\$ 8,699.00	\$ 63.96	
YEARLY ACTIVITIES COST/PLAYER (17) (Does NOT include training fees)	\$ 511.71		
		\$ 63.96	Monthly Activities Fee
		\$ 81.25	Monthly Training Fee
		\$ 145.21	Total Monthly Payment September thru April

Monthly payments are due no later than the 1st of each month
These are estimated costs; the budget may be adjusted at the end of the year to reflect actual costs.

Team Account

If one has not already been set up, you will want to consider opening a team checking account. There are two different ways you can do this:

1. To have the team checking account in the team name (all checks are written to the team, i.e., CASA 12M Arsenal) you will need to apply for a Tax ID number with the IRS (free service).
2. You could also open an additional personal checking account that has the team name listed in addition to yours on it. Checks are written to you and not to the team itself. You should check with parents first to see if they would be agreeable to this.

Monthly statements should be sent to each player so that they can track their accounts.

Financial Aid

CASA has financial aid available through the Circle of Friends Program. Players who would benefit from this program should be identified as soon as possible. Applications will be available online and will be included with other forms sent out at the start of the year. Applications are typically due by August 1st.

League Registration

Most CASA teams participate in the Central Pennsylvania Youth Soccer League (CPYSL). Other leagues have included PRCL, APL, EDP, and Delco. The CASA office will take care of registering all teams with the respective leagues and cover the cost of the fall season, up to \$125. That amount is the amount for a CPYSL season, which the club covers in the fall. When you play a different league, the team is responsible for the balance along with any additional costs the league has. For example, if your team is playing in the CPYSL League in the fall, CASA will cover the cost. If your team also plays in the CPYSL League in the spring, the team will be responsible for the league fee. Another example, if your team plays PRCL, the league registration fee is \$500. The club will cover \$125 and the team will cover the difference. Some leagues also have a separate fee for generating club specific player cards. The team will be responsible for that as well.

Team Contact List

Team contact list which contains contact information for all players, parents and the coaches. This information can also be found in the App of your choice. The most commonly used one is TeamSnap. A sample is provided below:

TEAM NAME

Fall 2021 – Spring 2022

#	Names:	Address	Phones #	Emails:
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Training Schedule

The training schedule for all Travel Teams will be established prior to the start of each season and should be communicated to players. You will want to talk with the coach about how he will communicate if a training session is canceled and then determine how you will communicate that to parents and players.

Tournaments

Prior to the beginning of the soccer season, the coach should determine what tournaments the team will attend. There are many tournaments held each year, both locally and regionally.

As the Team Manager, you will be responsible for completing the tournament application for your team. It is best to go to each tournament website and determine what the registration deadline is so that you don't miss it. Sometimes there will be a cost savings for early registration. Most tournaments will ask for payment by credit card at the time you are applying. Some will allow you to send a check. Once you have applied, you will receive communications from the tournament director regarding the tournament, i.e., whether your team has been accepted, when the schedule has been posted, etc. You will also begin to receive email promoting other tournaments too – lots of them!

If the tournament is not a local one, overnight accommodations will be needed. Larger tournaments may require you to use a specific booking service. Others may simply provide a list of hotels in the area that you can research on your own.

You will need to complete all check in requirements for the tournaments. In some tournaments, the check in is still in person either the Friday night before or the Saturday morning at the start of the tournament. Most tournaments now do online check-in to make it easier for the managers and coaches. There are also typically COVID waivers that will need filled out. Many are electronic, some are physical forms that will need uploaded with other documents.

The tournament website will provide information on the paperwork required for check-in. Typically this will include:

- A copy or copies of your current State approved roster. If you are using guest players,

you can write their information at the bottom of the copy of the roster. NOTE: Always have extra copies of your roster available. Never give them your original roster.

- Current passes for rostered and guest players.
- Current Medical Release forms to include a copy of medical card (front and back) for rostered and guest players.

You may find it helpful to keep all of your team information in a binder. This will help to expedite the check-in process at tournaments and allow you to find information quickly. You will find what works best for you.

You will want to ensure that the tournament officials have the correct contact information for both you and the coach. They will need to reach you in the event that there are any schedule changes due to inclement weather, etc.

Tournament information should be communicated to parents. This should include:

- Tournament Location – this should include the address for all of the fields your team has been assigned to for the tournament
- Hotel Information – this would include any information needed by players who will need overnight accommodations
- Tournament Schedule
- Parking Information – some tournaments may have specific information regarding parking; this information can be found on their website
- Tournament Notes: this would include what time players are expected to arrive; which jersey should be worn, and any special instructions from the coach

It is a good idea to keep your players passes and roster with you at all times at a tournament.

Some tournaments are “patch exchange tournaments”. Players will exchange CASA club patches with the members of each team you play. Some of the kids like to put them on rings and attach them to their soccer bags. The rings are similar to large keyrings and can be purchased at hardware stores or at staples. You can purchase the patches at the CASA office. Be sure to purchase enough for the maximum number of players allowed on a team in your age group and for each game you are scheduled to play, including a championship game where you may play a team not in your bracket. The patches are sold in bundles of 25.

CPYSL LEAGUE INFORMATION

The CASA office will register your team for the CPYSL league and any other league. The website address for CPYSL is www.cpyssl.net. You will be provided with information regarding league websites if you are participating in another league.

Once your team is registered and all paperwork has been processed, you will receive your new league approved roster, player passes and a Game Report Card.

As a new Team Manager, you will want to read through this and familiarize yourself with league rules. The Coaches Guidelines is updated prior to the beginning of each fall season. To access the current version, log on to the CPYSL website.

[dwld_53606815_CPYSL_Coach_Guidelines_8-23-21.pdf](#) Click on DOWNLOADS on the left side and then on COACHING GUIDELINES.

The links across the top will most likely be the ones you access the most:

If you click on the TEAM COUNT, you will be able to sort by gender, level and age group to display all of the teams that have registered and that you potentially would be playing.

If you click on SCHEDULES, you will be able to sort in the same way to display your schedule.

If you click on STANDINGS you will be able to sort and display the standings in your age group and level.

On the left there is a tab called CLUBS. If you click on that it will display all of the clubs registered with CPYSL. If you click on a club, it will display all of the teams for that club. You can then click on an individual team and it will display contact information for that team. This is helpful in the event that you have to reschedule a game and need to find contact information for the coach of another team.

Prior to the start of each game you will need to provide the referee with the following:

Game Report Card

The Game Report Card must be completed on both sides and signed by the referee after each game.

Game Roster

You will need to print out three copies of your roster with jersey numbers. Do not give your original official roster. I would suggest printing 1 copy at the very beginning, having your coach sign it, then make several copies. Then you just have to date them prior to the game.

Referee Fees

The Referee and Assistant Referees will need to be paid prior to the start of each game. Your team will be responsible for half of the cost outlined in the table below. It may be helpful to prepare separate envelopes prior each game and mark them as R or AR. Exact change is required.

Table 1. Referee Fees for 2021-2022 Season. (*U12 only utilizes three referees if they are available).

<u>AGE</u>	<u>TOTAL</u>	<u>REFEREES</u>	<u>PER TEAM</u>	<u>IN EACH ENVELOPE</u>
U9/10	\$39.00	Single Referee	\$19.50	\$19.50
U11	\$46.00	Single Referee	\$23.00	\$23.00
U12 (Pre & 1)*	\$116.00	3 per game (\$46- \$35- \$35)	\$58.00	\$23- \$17.50- \$17.50
U12 (2, 3, 4)	\$46.00	Single Referee	\$23.00	\$23.00
U13/14	\$132.00	3 per game (\$54- \$39- \$39)	\$66.00	\$27- \$19.50- \$19.50
U15/16	\$151.00	3 per game (\$67- \$42- \$42)	\$75.50	\$33.50- \$21- \$21
U17/19	\$170.00	3 per game (\$74- \$48- \$48)	\$85.00	\$37- \$24- \$24

CPYSL

Reporting the Game Score

The score must be reported by both teams by 10:00 PM on the day on which they were played. Go to the CPPYSL website. Click on the Report Score tab at the top.

Report the results of a Fall 2011 Games



Reporting scores is very easy. Except for entering your password, all steps use point-and-click mouse operation. Just follow the simple steps illustrated in the diagram above. To start, select and click your division below.

Rescheduling a Game

If a game is rained out or canceled for some reason, it will need to be rescheduled through CPYSL. You should speak with your coach to see when he/she will contact the opposing team coach or manager to reschedule.

End of Season

At the end of the season, you must submit the Game Report Card to the CASA office. They will submit copies on behalf of the club to CPYSL.

Roster Changes

The CPYSL Coaches Guidance includes step-by-step instructions on how to make changes to your roster. You must use an EPYSA PS-1 Form:

<https://unitedsoccerleague.us/upload/doc/Youth%20Player%20PS-1.pdf>

Additional Information

Sponsorships

The CASA program welcomes sponsorships for its teams. Please direct all Sponsorship questions to the Director of Sponsorships.

Please remember communication is the key to success! You are not alone, the office and myself are here to assist.

Thank you in advance for support!

Monica Marker
Director of Managers
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Email: TeamManagers@casasoccer.org