



FUTBOL • CLUB

**Alliance FC Team Managers
INFORMATION BOOK**

2023/2024 SEASON
IMPORTANT INFORMATION

MYSO President

Matt Castleberry
601-227-1501
Castleberry48@gmail.com

Alliance Futbol Club

P. O. Box 385
Meridian, MS 39302
www.alliancefutbolclub.com

Director of Coaching

Mike Smith
601-604-6721
msmith3@meridiancc.edu

DI & DII Vice-President

Rusty Warden
601-616-9255
rustywarden@hotmail.com

Alliance FC Administrator

Sonja Rowell
601-527-6593
admin@alliancefutbol.club

Alliance FC Treasurer

Jan Wells
601-917-3209
treasurer@alliancefutbol.club

Alliance Futbol Club Team Manager Selection

Duties and Responsibilities

In general, the function of a Team Manager is to relieve the Coach from administrative matters so that he/she can devote as much time as possible to the training of players. In addition, he/she is the liaison between the team and the Club Administration.

Team Manager Selection:

Any team parent or guardian who wishes to volunteer as the team manager shall make it known at the first team parent meeting. If more than one parent/guardian volunteers, secret ballots will be cast. Each player/family will be allowed to cast only one vote. In the event of a tie, all nominations shall be presented to the Club Administration for the tie breaker and approval. If only one parent or guardian volunteers to serve as the team manager, this person shall be presented to the Club Administration for approval. If no team parent or guardian volunteers to serve as the team manager, the Club Administration will assign a team manager and any cost associated with the assignment will be passed on to the team.

Duties and Responsibilities:

Registration:

- Ensure all players complete online registration with Birth Certificate on new players if needed
- Obtain Photos of each player and coach for pass cards and email to Club Administrator.
- Ensure background checks are completed for team coaches
- Obtain jersey numbers for all team members and email to Club Administrator or uniform coordinator

Season:

- Communicate with coach, team players/parents and Club Administrator regarding:
 - Practices
 - General Scheduling
 - Tournaments
 - League Games
 - Friendly Games
- Communicate practice and training schedule including changes to the Director of Coaching and Club Administrator. Once the recreational season begins, AFC will issue an assigned practice schedule.
- Submit tournament schedule to Club Treasurer.
- Submit tournament verification email for registration and payment to Club Treasurer at treasurer@alliancefutbol.club at least 10 days prior to the tournament registration deadline. Tournament verification email should consist of the following:
 - Tournament Name/Location/Date
 - Age Division
 - Requested format 7v7, 9v9, 11v11
 - Gold, Silver or Bronze Division
 - Any coaching conflicts or special requests
 - Confirmation that your players can attend
- Register your team for “friendly events”.
- Responsible for withdrawal from tournaments or friendlies (if necessary) and the request for refund of fees. Team manager must notify the club administrator or club treasurer prior to withdrawal from a tournament.
- Communicate with the Club Administrator regarding changes in roster (dropped or added players), team formation, etc. These changes shall only be made by the Club Administrators.

- Any roster changes for tournaments, added or dropped players, must be submitted to the club administrator no later than Wednesday prior to the tournament. Requests for changes after Wednesday prior to the tournament cannot be approved.
- Attend any Team Manager's meetings or seminars throughout the seasonal year. If you cannot make such meetings, please send a team representative. All teams MUST BE represented.
- Communicate with parents about monies due and collect as needed.
- Volunteer hours, 2 hours per family per child each year are required. As team manager, you are exempt from the required parent volunteer hours. AFC appreciates the hours our managers put in for their teams and your service will satisfy the volunteer hour requirements for your family.
- Arrange for referees through club administrator at least 10 days in advance for friendlies.
- When necessary, remind parents of Parent Responsibilities and Code of Conduct (i.e. proper conduct during team play, at hotels, alcohol consumption, etc).
- When necessary, remind players and parents of the Code of Conduct.
- Coordinate team activities and fundraisers.
- Text or email pictures of your team to the club administrator for newspapers and social media

Financial

- Communicate with the Club Treasurer about upcoming tournaments and/or expenses and request payment if needed.
- Deliver team payments for Tournaments, Referee/Friendlies, or other expenses when necessary.
- Post monthly budget reports for the team that you receive from the club treasurer.
- Coordinate team fundraisers.
- Notify the club treasurer to close out team account at the end of the season. Options are:
 - 1) cut a final check for tournament expense (State Games)
 - 2) cut a check to a coach for additional training or bonus (any amount available)
 - 3) Reimbursement with receipts – team party, awards or other team expenses
 - 4) Credit individual accounts for the next season (Team balance must be \$250+)

Scholarship requests - parents may submit a scholarship request form to the team manager or any member of the AFC committee. Deadline is August 10th. If your team has a player that applied for scholarship but was not approved or requires additional funding over what the AFC committee approves, the team may elect to help fund the player.

Steps:

- 1) This person should discuss their situation with the coach and manager
- 2) The manager will propose to team parents (as discreetly as possible)
- 3) If approved, the team manager will notify Gary of the approval and request to adjust this player's monthly fee by the amount approved.

Travel

- Communicate with team/parents regarding tournament: schedules, hotel reservations, and hotel & field directions.
- Responsible for securing hotel blocks for the team and coach when necessary. Some tournaments are very popular and hotel reservations need to be made early.
- Negotiate with hotels for compensated accommodations for the team coach.
- Communicate with team players/parents/coach regarding hotel accommodation information to include:
 1. Hotel name.
 2. Address and contact phone numbers.
 3. Reservation numbers if applicable.
 4. Map from Meridian to hotel.
 5. Map from hotel to soccer fields.

Tournaments:

- Managers are responsible for the team notebook with pass cards, team roster, birth certificates, medical release, and travel permit (if playing as an MSA team out of state - confirm you have all documents one week before every tournament). If online check in is available, the Club Administrator will process the online tournament check in for your team. There is a \$20 online check in fee which will be deducted from the team account. The team notebook may be sent with a responsible parent in the event the manager cannot attend.
- Inform team players/parents which uniform to wear for games and remind them of the coaches requested arrival time.
- Store and maintain team canopy and benches (may be assigned to a team parent).
- Transport canopy and benches to/from games and tournaments (may be assigned to a team parent).
- Set up canopy and benches on sidelines at games and tournaments as needed (may be assigned to a team parent).
- Help players organize their bags and personal effects on the sideline as needed.
- State Games
Since the State Games is in June, it is outside of the AFC contract. Team managers are responsible for registering the team with State Games and team finances for June (paying the coach, tournament fee, etc.) . If funds are available in the team account, they may be used for State Games.

During Games in General:

- Assist coach with injured players if necessary.
- Read and understand tournament rules and scoring systems. Be prepared to consult with tournament officials, coaches and parents regarding team scoring, standing and advancement in the tournament.
- Have all pass cards available for each game.
- During games, sit on the parent side at all times unless needed by the coach.

AFC & MYSO Tournaments:

- Assist with planning and execution of club Tournaments.
- Contact/telephone teams in your age group to attend tournaments.
- Help when needed to coordinate team volunteers/parents
- Assist with oversight and management of the tournament as needed by the Tournament Committee.

League Game Report (MSA DI Teams U13-U18)

If your team is a registered D1 USYS team, you will be required to fill out paperwork for league games.

NOTE: All teams need to make sure that they look at the league standings and scores periodically during the season. If there are any discrepancies please email the Alliance FC Administration with the details ASAP.

Guest Players

Parents/guardians of players from your team who are asked to guest play for another team (AFC or another club), are required to obtain permission from their coach and the AFC director of coaching each time they wish to guest play.

Adding guest players from another AFC team to your team – If your coach needs to add a guest player from another AFC team, the parent/guardian is required to obtain permission from their primary coach and the AFC director of coaching. You will need to inform the club administrator to add the player to your roster, no later than Wednesday prior to the tournament, and print a player pass card for the event.

Adding guest players from another club to your team – If your coach requests to add a guest player from another club, please contact the club administrator as soon as possible to allow time to obtain the proper documentation from the player’s home club (player’s pass card, player loan forms, etc.) Guest players from outside AFC are required to pay the guest player fee (TBD) or the team may choose to absorb the cost from the team account. Notify the treasurer if the team is absorbing the cost and she will deduct it from the team account.

Adding or Replacing a Player

Step 1: Inform the AFC Administrator (who will inform the AFC Committee) that you need to add/replace a player.

Step 2: Coaches must hold an open try out for that position(s). The AFC Administrator will send out a notice to the particular age group and will also send out a notice to that age group within MYSO.

Step 3: Once you have selected the new player*, they will have the responsibility to pay their registration fee, uniform requirements and begin paying team dues on the day they are added. They are not responsible for past team dues

** If the player selected is currently registered and playing recreational soccer, they must complete their commitment to their recreational team and play with both teams. This commitment includes playing in recreational games and attending practices. The player and his parents must agree to remain in recreational soccer or they will not be added to the AFC roster. THEIR PARTICIPATION WILL BE MONITORED. If it is deemed that they have quit their recreational team, their AFC player card will be pulled. This is very important as it can negatively impact the number of players on the recreational team as well as disqualify that age group from participating in postseason recreational tournaments for all the teams.*

Dropped Players

As soon as you are notified that a player will no longer be participating with the team, Inform the AFC Administrator and AFC Treasurer so we can update team communication lists and rosters.

Request for Player Transfer/Release

If an Alliance FC player wants to be either transferred or released to another club please contact the Alliance FC Administrator. Remind all parents who are requesting this type of action that no fees will be reimbursed and that if they owe Alliance FC any monies, a transfer or release will not be approved.

Team Name: _____ **Date:** _____

Team Manager(s) Being Submitted for Club Approval

Alliance FC Has Approved _____ **as your Team Manager.**

Team Manager Signature: _____

As team manager I will put forth my best effort to carry out all duties as detailed in the Alliance FC Team Managers Information Book.