

PREMIER MANAGER & TREASURER GUIDE



PRIMARY CONTRIBUTOR(S):
ANDREW (A.J.) MONTGOMERY



Contents

CONTACT INFO	3
Harbor Soccer Club Contact Information	3
Resources/Reference Materials	5
WYSA/RCL Documentation and Information	5
Harbor Soccer Club Documentation and Information	5
Web Links	5
Roles and Responsibilities	6
Manager	6
Treasurer	6
Player(s)	6
Parents Parents/Family/Friends	6
Tools and Best Practices	6
Manager’s Bag and Binder	6
Tryouts, Invitations and Acceptance	7
Preparing for Tryouts.....	7
Invitations.....	7
Acceptance	7
Pre-Season Team Meeting.....	7
Annual General Meeting (AGM)	7
Manager/Treasurer	7
Registration	7
Forms	7
Club Registrar	8
Uniform ordering.....	8
Player Uniforms	8
Spare Uniform for Team	8
New Season Preparation	8
To Do List – Should be completed prior to first tournament	8
Tournaments	9
Mandatory and Voluntary	9
Rosters for Tournaments	9
State Cup	9
League play.....	9



Fall League Play.....	9
Winter league play.....	Error! Bookmark not defined.
Schedules.....	10
Training Schedules.....	10
League Schedules.....	10
RCL/Affinity.....	10
Operating Procedures.....	10
Scheduling/Rescheduling.....	10
Interacting with Opponents.....	10
Player Cards (Print and Digital).....	11
Club Player Pass.....	11
Scoring and Disciplinary Reporting.....	11
TeamSnap.....	11
Scheduling/Availability.....	11
Roster Information.....	11
Communications.....	11
Email/Alerts.....	11
Treasury.....	12
Treasurer.....	12
Tournament Fees.....	12
Coaches Expenses.....	12
Discretionary Funds.....	12



CONTACT INFO

Harbor Soccer Club Contact Information

Administrative Staff

Position	Name	Email	Phone
General Manager	Jason Jarrett	Jasonj@harborsoccerclub.com	360-850-3115
Business Director	Shannon Lee	shannonl@harborsoccerclub.com	
Premier Scheduler	Cynthia Walker-Kennedy	scheduler@harborsoccerclub.com	
Rec Team Assignor		teamassignor@harborsoccerclub.com	
Harbor Soccer Offices	Located at Performance Golf Center – Gig Harbor		253-851-2099

Board of Directors

Position	Name	Email	Phone
President	David Kinley	president@harborsoccerclub.com	
VP – Admin	Oscar Canas	vpadmin@harborsoccerclub.com	
VP - Ops	Andy Lee	vpops@harborsoccerclub.com	
VP – Comp	Kevin Grey	Vpcomp@harborsoccerclub.com	
Secretary	Brad Ridgeway	secretary@harborsoccerclub.com	
Prog Dir – Micro		micropd@harborsoccerclub.com	
Prog Dir – Small Side	Jackie Lindstrom	smallsidedpd@harborsoccerclub.com	
Prog Dir - Club	Jon Schutte	clubpd@harborsoccerclub.com	
Business Development	Heath Heikkila	bizdev@harborsoccerclub.com	
Fields Campaign Coordinator	Michelle Matheson	fieldsproject@harborsoccerclub.com	
Disciplinary Committee Chair	Ross Mueller	Darc@harborsoccerclub.com	
Member at Large	AJ Montgomery	mal@harborsoccerclub.com	253-973-9101
Ex-Officio	Jeff Wenrich	jeffw@harborsoccerclub.com	



Technical Staff/Coaches

Position	Name	Email	Phone
Technical Director	Jason Jarrett	jasonj@harborsoccerclub.com	
Director of Coaching	Darren Brookman	darrenb@harborsoccerclub.com	
Youth Director	Mitch James	mitchj@harborsoccerclub.com	
Rec & Jr Acad Director	Bryce Waddington	brycew@harborsoccerclub.com	
Coach	Shawn Alire	shawna@harborsoccerclub.com	
Coach	Tim Duffy	timd@harborsoccerclub.com	
Coach	Matt Myers	Mattm@harborsoccerclub.com	
Coach	Cameron Stone	Camerons@harborsoccerclub.com	
Coach	Oscar Canas	oscarc@harborsoccerclub.com	
Coach	Jeff Lavinder	jeffl@harborsoccerclub.com	
Coach	Paul Brumm	Paulb@harborsoccerclub.com	
Coach	Machael David	machaeld@harborsoccerclub.com	
Coach (Goalkeeper)	Corey Sanderford	coreys@harborsoccerclub.com	
Coach	Kevin Gray	Keving@harborsoccerclub.com	
Coach	Dan Henry	Danh@harborsoccerclub.com	
Coach	Dax Dowling	Daxd@harborsoccerclub.com	
Coach	James Salisbury	james@harborsoccerclub.com	



Resources/Reference Materials

WYSA/RCL Documentation and Information

[WEBSITE WITH ALL RESOURCES](#)

[2018-2019 Regional Club League Rules and Regulations](#)

[WA Team Admin Handbook](#)

[Score and Match Reporting](#)

[Digital Player Cards](#)

Harbor Soccer Club Documentation and Information

[HSC Refund Policy](#)

[Player Code of Conduct](#)

[Coach Code of Conduct](#)

[HSC Financial Assistance Application](#)

[Travel Guidelines](#)

[Travel Reimbursement Schedule](#)

[Medical Release Form](#)

[Travel and Medical Authorization Form](#)

Web Links

[Harbor Soccer Club](#)

[Affinity Sports](#)

[Pierce County Soccer Referees Assoc.](#)

[Spirit Wear](#)



Roles and Responsibilities

Manager

The team manager should be appointed by the coach from willing volunteer parents/guardians of player(s) on the team. The team manager will be responsible for managing all aspects of the team outside of coaching and club level administration. The manager will be responsible for assisting with team communications, tracking of availability, scheduling in addition to what is provided by the club scheduler as well as coordination with other teams, managers and coaches, etc. Team managers will be responsible for gathering all team related documentation and maintaining it throughout the season. Team managers will manage the team roster once established by the club registrar, print and provide game roster report sheets to officials prior to each match as indicated by league rules. The team manager will liaise with tournament representatives, complete tournament registration forms and other required documentation as indicated for each tournament that the team participates in.

Treasurer

The team treasurer should be appointed *by the parents/guardians from amongst the parents/guardians of player(s)* on the team. Each team should have one treasurer. Please see additional information about the [treasury](#) later in this document

Player(s)

Players are to participate in all team related activities, be properly outfitted for training, games, etc. Players are to arrive at prescribed times and locations, ready for participation. Players are to participate in full unless otherwise agreed by player/parent/coach/manager. Players are responsible for appropriate dress, including proper wearing of protective equipment and uniform items. Players are responsible for letting the coach(es) and/or manager know of injury, illness or other circumstances that might limit the players ability to participate in whole or part. Players are responsible for ensuring TeamSnap updates are made in a timely fashion and are kept accurate.

Parents Parents/Family/Friends

Parents should be active participants in team communication, events and travel. Parents need to ensure that their player is adequately prepared for team related events, training, games, etc. Parents need to ensure that the team manager is made aware of any conflicts of interest, availability or other matters that would preclude participation of the player, including, but not limited to illness, injury, scheduling conflicts, etc. Parents are responsible for ensuring TeamSnap updates are made in a timely fashion and are kept accurate.

Tools and Best Practices

Manager's Bag and Binder

The club provides each team with a manager's bag bearing the club logo and team name. The manager will be responsible for providing a binder capable of storing required documentation and other team related information. It is recommended that the binder be of water-resistant material and capable of being placed into the manager's bag.



Tryouts, Invitations and Acceptance

Preparing for Tryouts

Preparing for tryouts should include having preliminary conversation with the coach. The coach can tell you what he/she expects to occur and what, if any communications/involvement they wish for you to be involved in. Your role as a past manager or future manager will likely dictate your level of involvement. Tryouts are generally expected to be organized, executed and managed by the club coaching staff.

Invitations

Once tryouts have been completed, you can expect that the coach(es) will be sending out invitations to the selectees via email or other means as the coach's discretion. All participants in the tryouts should have provided a valid email address at the time of registration for tryouts. Invitations are generally expected to be responded to in no more than 24-48 hours.

Acceptance

Players who have received invitations to a team are expected to respond to the invitation as promptly as they are able, generally not to exceed 24-48 hours from receipt of the invitation.

Pre-Season Team Meeting

After tryouts are completed, invitations sent and responded to, the manager and coach should agree to a date, time and location to have a team meeting. An area restaurant, conference center or large room of a member's home are recommended. The pre-season team meeting should be attended by ALL players and at least one of the player's parents/guardians. This cannot be over emphasized.

Prepare for the meeting by having a conversation with the coach so that both of you are on the same page with regards to what is expected and draft an agenda for the meeting, to be reviewed and agreed upon by the coach. Some suggestions on the agenda include the anticipated training plan, frequency of training, attendance requirements, expectation of players, playing minutes, position assignments, formation(s) of play, etc.

Annual General Meeting (AGM)

Manager/Treasurer

The team manager and/or treasurer should be in attendance at the Harbor Soccer Club annual general meeting as the representative of their team. One vote is allocated to each team in attendance and should be cast by the team manager or by the treasurer in the absence of the manager on all matters of voting at the AGM.

If neither the manager nor the treasurer is able to be present, a parent or guardian of a player on the team should be appointed by the manager to attend and represent the team in their absence.

Registration

Forms

General registration forms, player and parent contract forms, concussion awareness form and a signed/completed HSC medical release form.

Every player and parent/guardian must read and agree to the terms and conditions of the registration, player and parent contracts, concussion awareness and other required forms.



A printed copy of each player's completed/signed medical release form must be kept in the team binder and presentable at all competitions. Many tournaments require that they are displayed at the time of team check in and, in some tournaments, copies are required to be provided to the tournament administration at check in. Copies of birth certificates are NOT necessary and should not be kept by team managers. All proof of age is validated by Club Registrar (Business Director) at time of registration.

Club Registrar (Business Director)

The team manager will interact with the club registrar from time to time. During the summer tournament season, the team manager will request their rosters from the registrar and coordinate player card needs. Throughout the season, if there are permanent roster changes the manager will need to coordinate these with the registrar. For new players being added to the team, it is imperative that the team manager communicate this with the club registrar. No player should be training and/or playing in games without being registered with the club. If recreational players are added after the Fall season, these changes must be coordinated with the club registrar. The TeamSnap roster is not an indicator that a player is registered or rostered to a team. Unless the team manager or coach communicates this to the club registrar, it is not likely that the registrar will know a roster move or new player has been invited to a team. See more information under the tournament section.

Uniform ordering

Player Uniforms

Each player must, at a minimum, purchased and maintain in their possession, the home and away uniform kit (short/shirt/socks), warm-up top and bottom and the training shirt(s) as indicated by the club. Players may purchase additional items such as uniform kits, training shirts, jackets, etc. at their discretion.

Spare Uniform for Team

Each team should consider purchasing one additional uniform set, both dark and light, including shorts, shirts and socks as a spare for team use at such time that they may be needed. Circumstances such as injuries involving blood, torn or otherwise unusable items or in case of a guest player or lost/forgotten items are bound to arise over the course of a season. Team budgets should include this as a shared expense.

New Season Preparation

To Do List – Should be completed prior to first tournament

- Register YOURSELF in Affinity. You must complete registration for yourself as a manager of a team. You must complete all risk management application requirements.
- Complete mandatory SafeSport training – information will be provided by the club regarding this federally mandated training
- If you are a new manager of a team, you should receive the Manager's Bag/Binder from the previous year team manager.
- Ensure you have a binder, preferably weather-proof material, in which to store necessary forms, etc.
- Have ALL families complete a Medical Release for EACH of their player(s) on the team. It is advisable to have a new one completed at the start of the season even if last year's copy was retained. Information often time changes. Place all copies in the Manager's binder and keep in Manager's Bag
- Using your phone or other camera, snap photos of EVERY player, manager and coach representing the team. Photo should clearly show the player's face and shoulders.



- Upload the player, manager and coach images into Affinity. These photos will be displayed on the printed and digital player cards.
- Enter ALL player jersey numbers into Affinity. Returning players numbers are retained in the system and only need to be updated if they changed numbers.
- Install the Affinity App on your iPhone or Android phone and ensure you are able to login. This will serve as your access to the digital player cards.

Tournaments

Mandatory and Voluntary

Teams should anticipate mandatory and/or voluntary participation in summer tournaments. Some tournaments will be mandated by the club. One or more tournaments may be directed to be participated in by the coach. The manager should be the center for all communications pertaining to the team's participation in summer tournaments. Registration and the associated fee for some tournaments, not handled directly by the club will have to be completed by the manager. If the tournament(s) are not provided at the expense of the club, the team manager and treasurer will have to ensure payment of the registration fee(s) as well as collection of payment from the team members. Please see additional information in [Tournament Fees](#).

Rosters for Tournaments

In all cases the team manager should contact the club registrar two weeks prior to the tournament start date to coordinate roster needs. The team manager should inform the registrar as to who will be playing at the tournament, and if there are to be any guest players. The team manager should include team name, tournament title, location and date of the tournament, and a list of players in every request. For tournaments that most or all teams are participating in, the registrar may send out a preliminary roster for review by the team manager, prior to a final roster being produced. It is necessary to coordinate with the coach prior to requesting a roster or responding to a preliminary roster. Once a final roster is produced, no more roster changes may be allowed unless there are extenuating circumstances such as injury or illness.

State Cup

State Cup is the final tournament of the seasonal year. Each team is expected to participate in either the WA State Championship Cup or the WA State Presidents Cup depending on level and coach's discretion. There may be, on occasion, a reason for a team to not participate in the State Cup tournament but this decision will be made at the club director level. State Cup rosters will be 'frozen' a week prior to the 1st competition of the age group. No guest players or movement of rosters can occur after this freeze date, so it is imperative that managers and coaches communicate early if adjustments are needed. State Cup games are administered much like RCL competition as mentioned below. Managers responsibilities remain the same on the day of competition.

RCL League play

RCL League Play

RCL League play will most often commence the weekend following Labor Day (except High School age girls – see below). Scheduling of league play requires communication & coordination coaches and managers of both sides. Please work closely with your coach to plan out schedule best suited dates and times of each match as soon as RCL schedule is released in August. The earlier this communication & coordination occurs, the better. All home game schedule requests/changes need to go thru Harbor Soccer Scheduler Cynthia



Walker-Kennedy at scheduler@harborsoccerclub.com. Previous to each RCL match, the manager shall print 2 copies of the official game roster/score sheet found in Affinity.

RCL League Play for High School Girls

All the same information above applies except RCL League play will most likely commence the first weekend of December due to WA State High School Girls Soccer. High School Girls Aged Harbor Premier teams will be on break from the club for the months of September and October.

Schedules

Training Schedules

Training schedules are established and distributed by club administration. Training schedules are typically provided one to two weeks in advance of the period for which the schedule is provided. Team managers are responsible for the entry of training schedule information in TeamSnap and should endeavor to have such entries completed as soon as possible so as to provide as much advance notice as possible. Tracking of availability and reporting concerns to the coach(es) is the responsibility of the team manager.

League Schedules

League scheduled are posted in Affinity by the administration of the league. The team manager is responsible for reviewing the scheduled and communication conflicts, concerns and other issues related to the scheduled. The team manager holds the responsibility of entering the schedule information in TeamSnap and should endeavor to have such entries completed as soon as possible so as to provide as much advance notice as possible. Tracking of availability and reporting concerns to the coach(es) is the responsibility of the team manager.

RCL/Affinity

Operating Procedures

Link:

<http://www.washingtonyouthsoccer.org/FileDownload.aspx?D=G0GovC2xiA/JzE5j6l1OkqkWHEMQLhzykYbhYhk8hw4=>

Scheduling/Rescheduling

Link:

<http://www.washingtonyouthsoccer.org/FileDownload.aspx?D=nHuJl28qE8qjO7fABlU8Cy/hRUAYx2KPw3zv22MWYF8=>

Interacting with Opponents

When interacting with opponents (players/coaches/manager/parents), it is imperative that your interactions are cordial and respectful. Treat them as you would like for them to treat you. When communicating with them, be clear and concise, respectful and purposeful as it pertains to the game. Email is a great method when communicating with representatives of other clubs/teams. It offers a record of the communication in the event that there is conflict or concerns.

Prior to each game, as many days in advance as reasonable, the team manager should initiate an email conversation with the opposing team manager. In this email, it should be indicated what the team's intended uniform kit will be, if a home game, should also include details about the location of the game, facility



information such as parking, access, restrooms, player benches, spectator seating, covering from the elements as well as sideline etiquette. The home team is responsible for uniform changing if conflicts are encountered.

Player Cards (Print and Digital)

Digital Player Cards:

<http://www.washingtonyouthsoccer.org/FileDownload.aspx?D=UrmEFWv6w0jd8tRqxvlgxA/mVOeyagY9jbKJYHUo5D0=>

Printed Player Cards:

Printed player cards are acquired through the club registrar. The club registrar does not produce these, but rather must rely on the Pierce County Soccer Association registrar to create these. New season player cards are produced in mid to late August. After new player cards are produced and distributed the team manager should have them laminated. Please assure that all players receive a card and coordinate with the club registrar for any missing cards. New player card requests during the season should be made to the club registrar. Only the club registrar may request player cards from the association, so plenty of time should be allowed for the process.

Club Player Pass

See section 3.2 in [WA Team Admin Handbook](#)

Scoring and Disciplinary Reporting

Scoring and Disciplinary Reporting – Digital: (starting on page 7)

<http://www.washingtonyouthsoccer.org/FileDownload.aspx?D=UrmEFWv6w0jd8tRqxvlgxA/mVOeyagY9jbKJYHUo5D0=>

TeamSnap

Scheduling/Availability

TeamSnap should be the primary source for scheduling and availability tracking for teams. Having more than one resource for this will likely lend itself to confusion and error. It is imperative that the team manager keep schedule information up to date as accurately and efficiently as possible. Players and parents should be directed to use TeamSnap as their source for schedule and availability information.

Roster Information

Player and parent information such as phone, email and other details should be entered in TeamSnap and kept current to the extent possible.

Communications

ALL communication other than those conducted in person should be originated from within TeamSnap. Email, alert, etc. should all be composed and distributed using TeamSnap.

Email/Alerts

Email from within TeamSnap is a great avenue by which team related information can be disseminated to ALL members (players, parents, etc.) and should be the primary source of communication of team related information. Alerts and other forms of communication are facilitated from within TeamSnap and should be used at the discretion of the coach and manager.



Treasury

Treasurer

It is advisable that the team delegate one parent as the team treasurer. It is also advisable that the treasurer be someone other than the manager. The treasurer will be responsible for collecting, maintaining and distributing team funds over the course of the season. The treasurer should develop a budget for the team. The budget should take into consideration ALL anticipated expenses of the team throughout the course of the entire year ahead, ensuring proper control and tracking of team funds. It is advisable that the manager and treasurer review the team budget and funds on hand at a regular interval sufficient to ensure accountability, transparency and that adequate funds are present. It is also advisable that the treasurer report on the status of the budget at some frequency sufficient to keep the contributors informed and to maintain transparency.

Tournament Fees

Tournament fees, other than those clearly indicated by the club as being paid by the club, will have to be paid by player's parents/guardians. The fee should be divided equally amongst members and should include ALL players, regardless of their health, availability, etc. Players are expected to participate in all team tournaments and when unable, still bear the burden of cost for their equal fraction of the tournament cost. Exceptions can be made at the discretion of the team and if guest players are invited/participate, they can be asked to participate in their equal share of the expense at the discretion of the team.

Some tournament fees are covered in part or in whole by the club. Which are and which are not varies from year to year and by age group. You will need to work with your coach and club administration to determine which are and are not and then plan accordingly. In some cases, if the team fund does not have sufficient funds in advance of the registration deadline, the manager or treasurer may have to pay the registration fee and seek reimbursement from the club/parents.

Coaches Expenses

Each team should anticipate expenses incurred by the coach(es), such as travel related costs not covered by the club, food/beverage expenses, etc. Refer to the club policy documents and speak with your coach so that there is a clear understanding of what expenses might be incurred.

Discretionary Funds

It is advisable that each team establish and maintain a discretionary fund, managed by the team treasurer. Discretionary funds are helpful in covering coach related costs and other team activities not funded by another means. Over the course of season, it can be expected that there will be at least a couple hundred dollars needed for this purpose, thus, each registered player's parent(s) should contribute \$15.00 to \$20.00 to the fund.

