



TEAM MANAGEMENT GUIDEBOOK

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1.0 INTRODUCTION

Congratulations on your decision to volunteer as a Team Official and support the Ottawa St. Anthony Soccer Program. The Ottawa St. Anthony Italia Soccer Club has been a focal point for the Italian community since 1952, offering both recreation and competitive youth and adult soccer teams. In addition, the Club is a center of entertainment and multicultural events in the Ottawa-Hull area. Our competitive soccer teams participate in various levels ranging from local, regional, provincial and national leagues. This Guidebook is intended to provide basic guidelines that will help you comply with the required paperwork and duties for successful Team Management.

St. Anthony has adopted Codes of Conduct for Players, Parents and Team Officials (i.e. coaches, manager, trainers) defining their roles within the team. Team Coaches must play a major role in decisions related to the team and their primary responsibility is to direct "on-field" activities related to player development and game strategy. Team Managers are responsible for the "off-field" team administration duties acting as communication links between Coaches and Parents. Our Coaches and Team Managers must maintain an open dialogue regarding their roles and expectations. A successful team manager must have a proactive approach with timely, open and consistent communication between parents and coaches. Each Competitive Youth team in the St. Anthony Soccer Program must have a Team Manager that is responsible for team administration and maintaining communication between the player's families and Coach(es). This Team Management Guidebook outlines the responsibilities involved in the preparation and execution of a successful soccer season.

This guidebook is not the work of one single person but a compilation of thoughts from several individuals who have been and/or are currently serving in team management roles. As new policies and procedures are created, they will be incorporated in subsequent revisions of this document. Your input as a Team Official is important to assure the continued relevance of this guide. Current versions of this Guidebook and Code of Conduct documents, as well as contact information for submitting your input, may be found at our website:

www.ottawastanthony.com

We hope that your Team Official role turns out to be very rewarding for you and a positive experience for your colleagues, parents, Club officials and above all, your team players.

2.0 TEAM OFFICIALS

The well functioning of a soccer team requires much commitment and dedication from the players and the team officials that volunteer their time and skills in support of the team. Each team must include a Coach that has playing experience and the necessary competency and accreditation consistent with the soccer league and level they are coaching in. In addition, all youth competitive teams must have Team Administrators that are responsible for the administrative duties of the team. Team administrators include as a minimum a Team Manager that is responsible for team administration and for maintaining communication between the player's families and the Coach. A Team Administrator can be designated as Trainer having specific responsibility for the physical well-being of the team players.

All Team Officials must complete the requirements outlined in Section 2.3 in accordance with Volunteer Screening Guidance adopted by our Soccer Program. The appointment and dismissal of all Team Officials (i.e. Coaches, Managers, Trainers) is done by the Executive Soccer Committee.

2.1 Coaches Duties

The Coach is entrusted with the responsibility of coaching by the parents and the players of the team. Coaching duties include:

- developing players skills, understanding and love of the soccer game;
- developing and implementing tactics and strategies;
- goal setting and motivating the players;
- constructive critiquing the player and team performance;
- teaching and practicing our Code of Ethics for players, parents and team officials;
- officiating in accordance with OSA and Club guidance.

The Coach must support the St. Anthony Soccer Program fostering a club atmosphere and the development of physical, mental, social and emotional fitness of the individual players.

2.2 Team Administration Duties

The administrative duties of a Team Manager involve much dedication and their success is crucial to the team harmony throughout the season. While it is mandatory that the Youth Competitive Teams in our Soccer Program have a Team Manager, some administrative duties may be shared with others. A Team Manager may enlist help from others and delegate some duties, while remaining responsible for their coordination and proper implementation.

In general, Team Managers are responsible for the following duties:

- Ensuring the well-being and conduct of the players.
- Ensuring that all players are aware of scheduled games and travel arrangements.
- Ensuring that all players are equipped properly.
- Ensuring that the sponsor is aware of the team's progress and accomplishments.

The many duties of a Team Manager go past the beginning to end of the soccer season and are highlighted in the following sections of this Guidebook.

2.3 Pre-Season Duties

The establishment of a new team, as well as the re-instatement or continuation of an existing team, must be done in coordination with the Executive Soccer Committee. Most teams will start their season with Try-outs and a Team Meeting organized by the coach(es). If the position of Team Manager has not been identified prior to the meeting, candidates can be identified at the meeting. The appointment of all team officials including Coaches, Manager and Trainers will take effect following their approval by the Executive Soccer Committee.

In accordance with Volunteer Screening Guidance adopted by our Soccer Program, the candidates must complete in the following:

- Volunteer Application Form
- Police Background Check
- Volunteer Interview
- OSA Coach or Administrator Registration Form

Following the appointment, the Team Manager assumes responsibility for communication between coaches and parents. As the team selection is completed, the Team Manager is faced with many administrative duties, including those described in the following sub-sections.

2.3.1 Coaches/Managers Meeting

The Executive Soccer Committee will host a meeting to address team registration and other information relevant to the upcoming season. It is important the Team Manager be familiar with this information. A team registration packet containing much of the information on administrative duties is distributed at this meeting. This meeting must be attended by at least one (1) official from each team.

2.3.2 *Team's Budget*

The Team Manager is responsible for developing and maintaining a financial budget for the team. The Player Registration fee is administered by the Soccer Program and includes Player Registration, Player Uniforms, Field Equipment Loan, Practice Field/Gym space and Registration in the Ottawa St. Anthony International Challenge Annual Tournament (included in the summer Registration only). The team's Financial Budget shall include expenses that are not included in the player registration fees (e.g. tournament fees, travel expenses, travel permit fees, training fees and administrative costs such as bank charges, stamps, paper, envelopes, photocopying, equipment, first-aid supplies, etc.) that will be shared by the players. The income required to offset these expenses can include player contributions, sponsor donations or proceeds of fundraising. It is a good practice for the Team Manager to review the Team Budget at regular parent meetings. A Final copy of the Team's Financial Budget must be submitted to the Club's Executive Soccer Committee at the end of season for record keeping purposes.

2.3.3 *Team Meetings*

The first team meeting can be held shortly after the Coach has made offers to the team players. It is important to make sure that at this time all selected players have made a firm commitment (e.g. registration payment) to play with your team. The Team Manager should discuss with the Coach the following items in preparation for the initial team meeting:

- Meeting date, time, place and agenda;
- List of the selected team members;
- Proposed team budget;
- Team development plan; and,
- Tournament schedule including registration deadlines and requirements

The Team Manager should then notify players and parents of the scheduled meeting and inform them to bring the following:

- Payment for team registration, uniform orders and/or other expenses;
- Completed player registration forms;
- Signed OSA player registration card;; and,
- Copy of the player's Birth Certificate or other acceptable proof of birth.

The team manager should facilitate and maintain control of the Parents Meetings following an agenda that keeps the meeting quick and informative. It is a good idea to provide a packet of information that includes the meeting agenda and other relevant documents (forms, letters, pamphlets, etc.). You can also prepare a sign-up sheet and encourage everyone to be a team player and help in administrative committees supporting the team and our Club. These committees can include: Telephone Tree, Fundraising, Tournaments, Equipment Manager, Field Marshall, Treasurer, Team Parties, etc. Practice times, field locations and schedules should be discussed at the initial team meeting.

Parents may wish to setup car pools to practices and games using Player Contact information. In order to facilitate that, you may consider distributing a Player Contact Roster including names, jersey number, phone numbers, addresses and e-mails addresses. It is essential that the Player Contact Roster be handed out only after parents review the content and provide consent for its distribution.

The Team Manager should provide the required team registration paperwork to the Club Registrar on or before the announced deadline and in accordance with the information provided at the Coaches/Managers meeting. Requests for practice fields/gym space should be submitted as soon as possible to the Club's Field Administrator coordinating field allocation. The Team Manager should also follow-up with the order and distribution of uniforms and sign-out the field equipment (e.g. goal nets, corner flags, practice cones, balls, etc) provided on loan by the Club for the current soccer season.

Following the initial team meeting, the team may hold other meetings through the season to maintain regular personal communication with the parents. After each team meeting, the Team Manager should provide parents with a summary of the meeting discussions and agreements made.

2.3.4 Team Records

Team managers are required to assist our Soccer Program in compiling team paperwork including but not limited to the following: Team Roster, Photographs, Proof of Birthdate. In addition, they should prepare and maintain a current file including Meeting Notes, Team Budget and other paperwork relevant to their team, leagues and tournaments.

2.3.5 Player Registration

Each player must register with the St. Anthony Soccer Program, which in turn will process their registration with the Eastern Ontario District Soccer Association (EODSA) and the pertinent league (Ottawa Carleton Soccer League, Eastern Region Soccer League, Coliseum, etc.). All the forms needed for team and player registration can be accessed or downloaded from our website: www.ottawastanthonny.com. Allow at least ten (10) business days for processing registration documents. In case of roster additions or drops, contact the Executive Soccer Committee as soon as possible. The committee will coordinate the changes through the Club Registrar and Equipment Director. If your team is planning to participate in leagues or tournaments outside the EODSA district you must contact the EODSA for Playing Out or traveling permits. The freeze date for registration as well as registration and permit forms are posted on the EODSA website: www.eodsa.ca.

2.3.6 League Activation

Following registration, the Team Manager will be provided with a copy of the OSA Team Registration Roster, as well as the team username and password required to activate their team in the corresponding leagues:

- Teams participating in the ERS� league must activate their team and enter the team roster information on-line at www.ersl.ca. All users can then look at team schedules and statistics and the Team Manager and/or Coach will be provided access to manage game sheets and reports on-line throughout the season.
- Teams participating in the OCSL league can access their team schedules and statistics on-line at www.ocslonline.ca.
- Teams participating in the Ottawa Coliseum league must activate their team and enter the team roster on-line at www.coliseum.ca. Users can then look at team schedules and statistics and the league will manage game sheets and reports throughout the season.

The activation of the team and the team roster entry in the league websites must be done timely and accurately in order to maximize the benefits these system offer to interested players and team followers.

2.4 In-Season Duties

The team manager's duties through the season require that all scheduled events are communicated in an efficient manner to all parties.

2.4.1 Communications

Team Managers can adopt a system or combination of various forms of communication with the team, depending on their capabilities and/or preferences.

- **E-mail** is the most popular and efficient means for detailed messages. The e-mail works best for providing specific instructions in a concise and clear manner. The team manager can set-up a distribution list which can save a lot of time when passing on team messages.
- **Telephone** communication is an option used by some managers, players or parents for convenient access or personal preferences. If telephone is the primary form of communication, the Team manager may consider establishing a Calling Tree, whereby the message is relayed to a few (3 to 5) Phone Captains, who in turn relay the message to their assigned players/parents. The Calling Tree sequence is completed when all the phone captains contact the Team Manager to confirm that all parents/players were contacted and relay their responses.
- **Handouts** are a good form to provide and solicit information from players/parents regarding team activities. It is important to date and write each player's name on the handouts to ensure that everyone was distributed in a timely fashion. Typical handout materials include schedules, directions/maps to game fields, newsletters, etc.
- **Bulletin Boards** can be used to post information related to our teams. Our Club's bulletin board is currently located at the lower level of the building. Team postings for the Club's bulletin board should be coordinated through our Club's management. To post information electronically at the Club's www.ottawastanthonny.com website, please notify our Web Manager at webmaster@ottawastanthonny.com.
- **League Websites** resources are available to our registered teams including the following: www.ersl.ca, www.ocslonline.ca and www.coliseum.ca. These websites provide information on team schedules, field locations, team statistics and can advertise Tryouts information.
- **Team Websites** are created and used by some teams as a means of posting information about the team such as schedules, maps, news. On your team website, you should protect your player's privacy and should never identify individual players by name or email addresses either in a list or in any photos. If you want to share your team website, please notify our Web Manager at webmaster@ottawastanthonny.com to have your Team website link added to the Club's www.ottawastanthonny.com website.

Regardless of the communication system adopted, there is no substitute for personal communication (during practices, games, meetings, etc.) to build team cohesion and commitment between players, parents, club and team officials.

2.4.2 Coordination of Team Practices and Games

The Team Manager coordinates the team attendance to practices and games in consultation with the Coach. For all youth teams, these events should be scheduled to insure there will be at least two adults in attendance at all sessions. If a coach or assistant is not available, arrangements must be made to have a parent fill in to supervise the session. The schedule of practices and games may also include:

- Maps and/or directions for games and practices. Please note parents can arrange car-pooling, our volunteering screening guidelines restrain Team Officials from providing rides to players without proper parental authorization.
- Dates and Times including sufficient allowance for team gathering and pre-game warm-up and conditioning. Typically, players are requested to attend 30 to 45 minutes in advance of the kick-off time to allow for optimal team performance at games.
- Snack/Drink roster where the players or parents (NOT TEAM OFFICIALS) share turns to provide these treats for the team players. Please note that volunteering screening guidelines restrain Team Officials from providing snacks or drinks to youth players.
- Information on camps or promotional events (e.g., professional or exhibition games).
- Player away roster indicating the games and/or practices that individual players anticipate to miss due to vacations or other planned events.
- Phone numbers of team officials to contact in case of cancellations or weather postponements.
- Re-scheduling of practices should be coordinated with the coach and communicated to players and parents with as much notice as reasonably possible.
- Game re-scheduling should be coordinated with the League, and the opposing coach to agree on a date, time and place that is acceptable to all. It is recommended that requests for game reschedules be submitted as soon as possible and providing some flexibility for time and place.

In addition, the Team Manager is responsible for coordinating the following activities during games and practices:

- Arrange for access to practice and game fields.
- Coordinate the distribution of practice balls such that each player is responsible for bringing proper soccer ball to each practice and game.
- Provide, set-up and retrieve field equipment including Goal Nets, Corner flags, Practice Vests, First Aid kit, etc.
- Provide two (2) game balls to the Referee for home games.
- Provide and retrieve the approved OSA player registration books and signed game sheets to the center referee.
- Track the punctuality and attendance of players to all team practices and games as one of the measures of commitment to the team and to the soccer game.

Following the game, the Team Manager is responsible for submitting in a timely fashion all game documentation that the league might require to be reported. Depending on the league, such documents may be submitted on-line and may include game score report, referee performance feedback, discipline notices, etc. The team manager is also responsible for following-up to insure that Players, Coaches and other Team Officials attend discipline hearings, when required and accept final decisions made at these hearings. They will also be responsible for the payment of all fines levied from any governing discipline body.

2.4.3 Player Uniforms

Uniforms consist of main and alternate jerseys with coordinating shorts and socks. The Club colours are Light Blue shirt with Blue or White coloured trim and the Club crest emblazoned on the left breast of the shirt. Team officials are responsible for ordering and purchasing the uniforms from the Club. Any exceptions to the uniform as stated above must receive written approval from the Executive Soccer Committee. The costs of uniforms are normally included in the Player Registration fees. Warm up suits, bags, water bottles and other optional items can be ordered at additional cost using the form available at the Club Wear page our website:

www.ottawastanthy.com

During a game, the Referee may require that uniforms comply with suitable standards of safety and décor. Team Officials must dress professionally and distinct from the players.

2.4.4 *Tournament Participation*

All of our teams are encouraged to participate in tournaments throughout the season provided that proper planning is made to avoid scheduling conflicts. The Ottawa St. Anthony International Challenge is normally held towards the end of the outdoor season. The cost of Team registration in our Tournament is included in the Player Registration Fee. There are a few other local tournaments during the playing season advertised through the local soccer organizations.

The Team Manager's tasks for coordinating the team participation in tournaments include the following activities:

- Early planning in consultation with players and parents and agreement with the Coach.
- Registering well ahead of the deadline; some tournaments are very popular and age groups fill quickly.
- Review of all the information and forms provided in the application package or tournament website.
- Ensuring that all forms are completed and that all players (included guest players) are eligible and properly registered. Some tournaments may require copies of the player's birth certificate or other documents as proof of birth date.
- Sending the completed tournament application form and payment.
- Making early hotel reservations for out-of-town tournaments and communicating travel arrangements with the players and parents.
- Obtaining from EODSA any travel permits that may be required to participate in tournaments outside the Eastern Ontario District.
- Attend the Registration Meetings that usually takes place on the eve of the tournament start day. This meeting can be attended by either the Coach or Team Manager and the attendants usually get a packet of information including an updated schedule.
- Distributing the tournament information, include schedules and maps to tournament fields.
- Reviewing tournament schedule and resolving conflicts with league games.
- Completing game sheets and submitting them as required by the tournament rules.

- Securing all OSA Player Registration Books, Team Official ID Cards a copy of your team roster that is readily available when requested by the game officials.
- Planning and informing players and parents of any team activities between games.

2.4.5 Team Fundraising and Sponsorship

Teams may organize their own fundraisers to offset some of their expenses. Typical fundraising activities include car washes, snack/concession sales, raffles, etc. When planning for a fundraiser, please remember to notify the Club if you are using any form or variation of “St. Anthony” name. You must also consider that some activities will require approval or permits from city authorities. It is also important to select fundraising activities where players can participate equally. Reasonable profit goals must be set allowing players and their families the option to meet their goal or contribute their share in cash.

Sponsorships are very important to our Soccer Program and to each team. Our teams are encouraged to solicit businesses for sponsorships. A sponsorship letter template is available from the Executive Soccer Committee.

Team Sponsorship cheques should be written to the Ottawa St. Anthony's Program. Eighty percent (80%) of each sponsorship amount is retained by the Program and covers costs of sponsor recognition and mailing. The remaining twenty percent (20%) is forwarded to the team to offset some soccer expenses such as training, tournament fees, travel expenses, etc.

2.4.6 Team Recognition

The Ottawa St Anthony Soccer Program offers several ways to recognize the success of our teams. Trophies and photos of successful teams are proudly displayed in the Club Premises. League or Tournament Champion teams are recognized at our website: www.ottawastanthy.com. Photographs of our teams can also be included in the program book for our annual tournament. For additional information or to submit photos and a brief write-up of tournament or league winning teams, please send an e-mail to webmaster@ottawastanthy.com.

In addition, our Club offers excellent facilities to host a team party for the season kick-off, season close out or at any appropriate time to recognizing the team's achievements. For more information or to reserve the Club facilities, please go to the catering section of our website or call 233-1083.

2.4.7 Refunds

Refunds of player registration fees will only be issued before the first game and only for extenuating circumstances. In such cases, a letter including a stamped, self-addressed envelope requesting a refund must be sent to:

Ottawa St. Anthony Soccer Program
523 St. Anthony Street
Ottawa, Ontario, K1R 6Z9

There will be a \$30.00 processing fee deduction made from each refund. No refunds will be issued to players transferring to another club after playing their first game of the season.

2.4.8 Financial Assistance

The Ottawa St Anthony Soccer Program offers financial assistance available to our players and officials that are committed and dedicated to the success of our teams.

- Player financial assistance covers a part of a qualified player's registration in cases where a family is unable to meet the financial obligations of registration. Applications for this type of financial assistance are on a case-by-case basis after careful evaluation by the Soccer Executive Committee. Applications can be obtained from the Registrar and must be generated by the Team Coach. Financial assistance of this nature should be handled with the utmost care and respect for a family's privacy.
- Our family discount policy consists of a 50% discount on the registration fee additional siblings. The first sibling registers at full (100%) fee followed by the second, third ... sibling that register at half (50%) fee.
- Team Officials can also qualify for a Fix Stipend that is established by Executive Soccer Committee to offset reasonable expenses incurred by the team officials while conducting their volunteered work for the soccer team. This stipend is also granted to defray some of the cost for obtaining and maintaining coaching certification and licenses.

3.0 CLOSURE

On behalf of the Ottawa St. Anthony Italia Soccer Club, we thank you for considering volunteer for the role of Team Official. This guidebook highlights some of the many administrative responsibilities required for the management of a soccer team and it is intended to help you as a general reference. At the same time, it can also serve for others members in the team (parents, coaches, players, etc.) to familiarize and appreciate the level of commitment and dedication that is required to run a successful team. This guidebook is also intended to be a “living document” that will be updated as new policies and procedures are necessary. We hope that you find in the success and appreciation of your players, parents and team officials the most valuable reward for your dedication to the task of Team Official.