



**EAU CLAIRE
UNITED**

ECU TEAM
MANAGER'S
HANDBOOK

**Eau Claire United
Mission Statement**

The Eau Claire United Soccer Club is committed to teaching fundamental soccer skills, instilling confidence and building a love for the game of soccer, while developing players to their highest competitive level.

January 2018

Thank you for your
TIME AND EFFORT

Eau Claire United (ECU) Soccer Club's Team Manager Handbook is designed to help Team Manager's oversee the administrative responsibilities of their team. It is strongly encouraged that Team Managers utilize this handbook as a way to manage your team successfully. You can also access information on the ECU website, www.ecusoccer.org and by e-mailing administrator@ecusoccer.org or calling our Club Administrator, at 830-0782.

The ECU Board of Directors and all club members appreciate the dedication, commitment and hard work of our Team Managers.

Your role as Team Manager is to work closely with the coaches, team treasurer and parents of the team and, as necessary, ECU Club officials. You will oversee all the organized team activities. It is **essential** that you be **diligent about reading, replying and forwarding information**. In addition, you will help ensure that the team's administrative obligations to ECU are satisfied. You need to enlist the help of all parents of the team to make the team run smoothly.

We have outlined responsibilities of the Team Manager and the responsibilities that need to be fulfilled **by the parents** on the team. Having everyone on the team participate makes it less stressful for everyone.

I. Team Manager Responsibilities

A. Primary Team Communicator

1. Communicate regularly with the coach throughout the season.
2. Communicate all necessary information to team members via text and/or email. Currently this is through Shutterfly.
3. Attend any meetings, or find someone who can, requested by the coach, ECU administrators or the ECU Board of Directors.
4. Ensure that parents of the team are aware of ECU Club policies and procedures.
5. Recruit parents of the team to fill positions, within your team and at the club level.
6. Remind parents and players of their responsibilities to the team and ECU as a club and make sure that all team responsibilities are being met by the parents of the team in their volunteer positions.
7. Report abusive behaviors by coaches, players or spectators to ECU Safety Director. The contact information can be found on the ECU website, www.ecusoccer.org, under Board Members.
8. Assist any team member who may need scholarship information.

B. League Game Administrator

1. Review the MYSA Team Manager Page: www.mnyouthsoccer.org. click on “Leagues” and then “Team Managers” including the [Affinity Team Manager Handbook](#).
2. Collect player availability information and use to create MYSA league game schedule (process is changing this season – more info TBA).
3. Ensure that game schedules meet club field and referee guidelines by checking with the Club Administrator.
4. Reschedule any league games canceled due to inclement weather.
5. Manage rosters and club passing on Affinity.
 - a) Upload player pass photos electronically to the Affinity (MYSA) system.
 - b) Club pass rules have changed since last season. MYSA now allows **5 club pass players who are age appropriate**. The age and play level of their rostered team no longer limits their eligibility. Club passing players from a higher level or older team requires approval of Boys/Girls Team Director.

- c) Prepare for game day
 - (1) Verify roster, club pass players as necessary.
 - (2) Always call your opponent a few days prior to the scheduled date to confirm game time, location, etc. Constant communication is key. If weather creates a question of whether the game is going to be played or not, this could save a lot of unnecessary drive time.
 - (3) Make yourself easily available (cell phone, email) especially important on game day.
 - (4) Always have a copy of a list of team members, parents, and other managers in your league including their phone numbers and email addresses.
 - (5) Bring your official photo roster to each and every game.
 - (6) Know the MYSA Weather Policy for heat, cold and lightning, the referee has the final decision on the field.
- d) Check to be sure MYSA league game scores are reported in Affinity (Referee records but need to verify). Game scores need to be reported within 48 hours of the game being played otherwise the club is fined.

C. Tournament Registrar

- 1. Use thetournamentcenter.com as a reference for tournaments and make suggestions on which tournaments the team should participate in based on player availability.
- 2. Tournament requirements vary. Please check the tournament website carefully.
- 3. Register team for tournaments and be the contact person for the tournament to send information to you. Forward any tournament information to team members and coach.
- 4. Check-in the team at the tournaments.
- 5. If using paper player passes, ensure player passes are returned after each tournament game.

II. Initial Team Meeting

- A. Allow coach to introduce him/herself to the team.
- B. Collect contact info.
 - 1. Verify addresses, phone numbers and e-mails of current team members, if different from roster
- C. Discuss time commitment.
 - 1. 9U/10U Teams
 - a) Plan on 2-3 training sessions per week of 60-75 minutes each.
 - b) FALL - Participate in MYSA League Mid-August through early October (6 weekend games, half at home, half in MYSA East District) Select 1 or more tournaments.
 - c) WINTER - Optional team training indoors.
 - d) SPRING - Select 4 (including the ECU tournament) or more tournaments between April and the middle of July.
 - 2. 11U/12U Teams
 - a) Plan on 2-3 training sessions per week of 75-90 minutes each.
 - b) FALL - Participate in MYSA League Mid-August through early October (6 weekend games, half at home, half in MYSA East District) Select 1 or more tournaments.
 - c) WINTER - Optional team training indoors.
 - d) SPRING - Compete in MYSA League May through mid-July (10-12 weekend games, half at home, half in MYSA East District, weekday games). Select 3 or more tournaments (including ECU tournament). Participation in State Qualifiers and the State Tournament is recommended.
 - 3. 13U-15U Teams
 - a) Plan on 3-4 training sessions per week of 90+ minutes each.
 - b) FALL - Participate in MYSA League Mid-August through early October (6 weekend games, half at home, half in MYSA East District) Select 1 or more tournaments.
 - c) WINTER - Optional team training indoors.
 - d) SPRING - Compete in MYSA League May through mid-July (10-12 weekend games, half at home, half in MYSA East District, weekday games). Select 3 or more tournaments (including ECU tournament). Participation in State Qualifiers and the State Tournament is recommended.

4. High School Teams

a) Boys

- (1) WINTER – Optional team training indoors.
- (2) SPRING - Compete in MYSA League May through mid-July (10-12 weekend games, half at home, half in MYSA East District, weekday games). Select 3 or more tournaments (including ECU tournament). Participation in State Qualifiers and the State Tournament is recommended.

b) Girls

- (1) SUMMER – Tournament only.

5. District playoffs and state tournament.

- a) District play-offs are in July. Dates can be found on the MYSA website. There is a fee per team and each team provides ref money in cash before each game. The tournament is single elimination, so if you lose your first game your season is done.
- b) If team wins Districts, they go to the State tournament. There is also a tournament fee. If you choose to do the District tournament and win, you **MUST** do the state tournament or the team/club will be fined. It is not required for a team to play in the District tournament. Team must decide by June 30.

6. Practice

- a) Practice days are often dictated by the coach's schedule.
- b) Most teams start in January/February and teams need to arrange their own indoor practices at a local school or other facility.

D. Collect (preferable digitally) player availability for league games and tournaments.

E. Discuss Tournament selections

1. Follow guidelines above to select the recommended number of tournaments based on coach input, player availability, competition, location, etc.
2. Coaches' contracts include only the MINIMUM number of tournaments recommended. Please figure coach costs at \$250/additional tournaments.
3. ECU has our own tournament the second weekend in June every year! All ECU families are required to work 2-3 work shifts the weekend of the tournament. There is a \$150 fee for those who do not participate.

F. Uniforms

1. See calendar for season specific information.

G. Financial

1. We suggest teams have a separate checking account with manager and treasurer on the account. We suggest RCU due to a low balance requirement.
2. We suggest the following to ensure tournament and coach expenses are fully covered.
 - a) Players' parents have until Feb 26th to indicate if they will be attending the tournament. After Feb 26th, the tournament fees and estimated travel expenses are divided among the actual players attending.
 - b) The treasurer tells people what they owe by March 1st and fees are due by March 9th.
 - c) After Feb 26th, if a player changes their mind and can't attend a tournament, they still have to pay.
3. All registration fees need to be paid before the season starts or player will not receive their player pass.
4. Scholarships are available to those who qualify for the Eau Claire School Free/Reduced lunch program. Parents must apply on the website and we will need a copy of the voucher from the district. Full team participation is a requirement for continued eligibility.

H. Forms

1. Parents will receive an email from Sport Forms to access digital Medical Release and Concussion forms. They require 3 signatures, two from a parent and one from the player. Completed forms will be accessible to managers through Google Drive.
2. Medical Release needs to be at every practice. Make two copies - one for coach, one for you.
3. Collect tournament volunteer forms and post-dated checks.

I. Parents Responsibilities (Optional but encouraged)

1. Treasurer
 - a) Open a TEAM checking account, develop budget, collect all fees from team members and pay for team expenses. Expenses include tournament fees, coach travel expenses, winter coach training fees, team end of season party, etc.
2. Carpool Parent
 - a) Coordinate carpool for all away games.

3. Spirit Parent
 - a) Coordinate team activities during tournament weekends (lunch or dinner, swimming, picnic, etc).
 - b) Coordinate end of season party.
4. Player Passes Parent
 - a) For tournaments not run directly in Affinity, WYSA player passes are the easiest to use.
 - b) Take **PASSPORT STYLE** pictures and print 1 x 1 player pictures to laminate on passes; you will also need to have all players and coaches sign passes **BEFORE** they are laminated.
 - c) Player passes need to be on a ring and in team binder at every tournament.
 - d) Create and print a player photo roster with parent contact info.
5. Hotel Reservation Parent
 - a) When tournaments have been decided on, you will need to make hotel arrangements for the tournaments that require an overnight stay.
6. Equipment Parent
 - a) Check the field you are playing on the day of your game.
 - b) Make sure goals are anchored, nets are fastened and lines are on the field.
 - c) Obtain (lockbox code 7995), set up and take down corner flags at all home games. **LEAGUE TEAMS ONLY.**
7. Tournament Raffle Basket Parent
 - a) Collect funds and assemble basket for tournament raffle.
8. Tournament Committee Volunteer
 - a) Each team needs to assign at least one parent to the tournament committee. Contact Lucinda Kemmet at president@ecusoccer.org for a list of available spots. See the website for a list of positions.
9. Additional Club Committee Member
 - a) Each team needs to assign at least one parent to another club committee. See the website for a list of positions.
10. Public Relations Parent
 - a) Submit team league scores, pictures, successes to Leader-Telegram and ECU Website Coordinator.
 - b) Game scores should be reported to the Leader-Telegram.
 - c) News can be submitted online at <http://www.leadertelegram.com/submissions/submit-news>

11. ECU Board Meetings Representative

- a) In order to increase communication within the club, ECU is asking that each team have a representative at the club's monthly board meetings, the 4th Sunday of the month. It does not have to be the same person every month.

III. Eau Claire United Tournament (Second Weekend in June)

- A. Eau Claire United has been hosting its annual tournament, The ECU Invitational, for over 20 years. We have had much success raising funds to help develop the Eau Claire Soccer Park and support our player development programs within ECU.
- B. Our club has a committee anywhere from 18-25 volunteers that organize the tournament. Their planning meetings start in October, with one a month up to the tournament.
- C. We usually have 90-110 teams come from Minnesota and Wisconsin. We also have had teams come as far as North Dakota. It may take 18-25 volunteers to organize but it takes hundreds to make it happen the weekend of the tournament.
- D. It is ECU policy that **ALL** families work 2-3 shifts the weekend of the tournament. Families are expected to work the tournament whether their team chooses to participate or not. It is our only club fundraiser, not to mention we have a lot of fun doing it.
- E. Families who are unable to work the weekend of the tournament will have their \$150 deposit check cashed the Monday following the tournament (tournament committee member are exempt).
- F. The job descriptions for the committee positions are on the ECU website, www.ecusoccer.org under volunteers.
- G. The job descriptions for the jobs the weekend of the tournament are also located under volunteers.