



## Davis Legacy Manager 'Handbook'

As a team manager you play a critical role in the success of your team. In the words of our coaching director “great teams do not necessarily have great coaches, but they always have great managers”. Unfortunately, this is a job best learned by doing. We will try and give you specific information to get started and contact information for experienced managers in the club who are more than willing to serve as ‘mentors’, please utilize these contacts as this will be your best resource.

### **I. Getting Started**

#### A. Team Jobs – \*Required (Every team at a minimum must fill these positions)

- a. Team Manager\*
- b. Board Representative\* (1 per team)
- c. Tournament Volunteer Coordinator\*
- d. Barefoot Representative\*
- e. Fundraising Coordinator
- f. Team Registrar (many managers find this easier to do themselves)
- g. Uniforms/ team clothing
- h. First Aid (check with coach)
- i. Field – setup/takedown and equipment (bench/shade structure)
- j. Photographer/Journalist
- k. Travel Coordinator
- l. Tournament coordinator (signs up for tournaments- works with coach closely)

#### B. Team Name

- a. Team name should simply be “Davis Legacy ‘XX’ Red, White, or Black (XX = the year of the age group). For Example: Davis Legacy 00 Red or Davis Legacy 99 White or Davis Legacy 05 Black.
- b. Do NOT include age or gender in name (e.g. NO U12 Girls).
- c. This name stays with the team through the U18/U19 year.
- d. Teams may establish nicknames to use, but such nicknames shall not be used when registering or signing up for events or leagues.

### C. Registering Team/Players

#### a. US Club- Lea Darrah is club Registrar

- See info under US Club Registration on Davis Legacy website: <http://davislegacysoccer.org/information/us-club-registration/>
- All requests for pass cards must go through the club Registrar
- Key points
  - i. Do NOT need to carry POB
  - ii. Can upload pictures
  - iii. Club pays for cards

#### b. NorCal

- [www.norcalpremier.com](http://www.norcalpremier.com). The help tab under quick links (left side of home page) has very complete answers – go to team administration FAQ.
- Players within our club can be on multiple rosters within the club simultaneously.
- Players must be processed through US Club prior to be able to add to NorCal roster (May be 24-48 hour delay after US Club card issued).

#### c. Manager Responsibilities

- Player Participation/Membership Agreement must be signed by parent/guardian for ALL Players prior to requesting a pass card or adding a player to a current team roster. Players CANNOT participate in any team activities, including training and games until the form has been signed (NO EXCEPTIONS!).
- Player Participation/Membership Agreement, once signed, must be returned to Club Treasurer for filing.

### D. Tournament Volunteer Requirements

- a. Tournaments are a major source of Club income. ALL families are expected to provide volunteer services for at least one tournament.
- b. Tournament Coordinators will contact your team rep with a list of volunteer slots to be filled and it is your team's responsibility complete assigned tasks.

## II. Scheduling Games

### A. For all league, preliminary state cup, and scrimmages-

1. home team is responsible to schedule game
2. see attached for detailed information on using our scheduling system

## B. Fields and Referees

1. ALL games AND scrimmages MUST go through Legacy Field schedule
2. ALL Team managers/schedulers MUST review weekly field schedule sent out!
3. Cancellation deadline Tues night or 48hrs before game or you pay for refs (even if schedule error)
4. The club pays for game (league and state cup) referees
5. Team pays for scrimmage referees
  - Pay at time of scrimmage
  - Pay by check or cash (get signed receipt if cash)

## III. Game Day

1. **Team Binder** – this should be brought to ALL games and tournaments and have the following items:
  - Originals of US Club Player Registration/Medical Authorization for each player (in page protector) – consider copies for coach to have at all practices
  - Copy of team roster (with parent phone numbers)
  - Game card with roster and/or official US Club Roster
  - NorCal team handbook for current league/event (e.g. spring, fall, or state cup)
  - Do NOT keep copies of birth certificates/POB in binder
2. **Player cards/passes**
3. **Game Card**
  - Should have roster printed on it
  - Bring separate US Club roster if missing player on game card

## IV. Manager's Role/Duties – Less Tangible Aspects

1. **Represent** the team to the best of your ability, it's NOT just about your kid. Like all parents, you represent not just yourself, but the team, the club and your community.
2. **Communicator**- between coach and parents (for most issues) The coach **and** manager should agree on what they want to deal with. Some things, like playing time issues should always be dealt with by the coach.
3. **Game day** – discuss with your coach, who will decide color of uniform for games, who will email about the games, directions, bring roster/game card/player cards etc. some coaches like to do this but the majority leave it up to the managers
4. **Confidentiality** – at ALL times, coaches confide in their managers and vice-versa, it should never get out!
5. **Have a tough skin**- there are always a few complainers on each team. Usually complaining is worse if the team isn't winning. Find a few other managers to 'vent' too...it has saved us all.