

Hattiesburg Futbol Club (HFC) Division I (Select) Manager's Guide

**This manual is designed to provide an overview
of the responsibilities and duties of a Manager
for a Division I team in HFC.**



2010 – 2011 SEASON

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HFC Division I Contact Information

HYSA/HFC Office

1096 South King Road
Purvis, MS 39475

Office Hours: Monday thru Friday 8:00 am – 5:00 pm

Website: <http://hysams.org>

Email: Info@hysams.org

Phone: 601-268-6806

Fax: 601-268-6806

Registrar

Becky Satcher
1096 South King Road
Purvis, MS 39475

Email: hysaregistrar@bellsouth.net

Phone: 601-268-6806

Fax: 601-268-6806

Director of Soccer (DOS)

Marco Mthembu

Email: mthembu740@yahoo.com

Phone: 228-806-3623

Fax:

Select Commissioner(s) - Girls

Tom Brabston

Email: thomas.brabston@wachovia.com

Phone: 601-466-6771

Fax:

Richard Craig

Email: Richard.Craig@usm.edu

Phone: 601-297-2318

Fax: 601-266-4104

Select Commissioner(s) - Boys

Paul Roblin

Email: Paul.Roblin@regions.com

Phone: 601-408-9814

Fax:

Referee Assignor

Gates Weaver

Email: gatesw1@aol.com

Phone: 601-543-6623

Fax:

Mississippi Soccer Association (MSA) Contact Information

MSA

628 Lakeland East Drive, Ste 1D

Flowood, MS 39232

Office Hours: Monday thru Friday 9:00 am – 5:00 pm

Website: <http://www.mysams.org>

Email: Office@mississippisoccer.org

Phone: 601-982-5198

Fax: 601-982-5297

Team Manager's Responsibilities

General Description: Each Division I Select Team is **required** by HFC to have a Team Manager whose main objectives are to serve as the team administrator, serve as a liaison between the Coach and parents, to serve as the Financial Officer for the team, to report to the Select Commissioner for the appropriate gender, and to work closely and in a professional manner with the team's coach. The Manager is a very important and integral position for the team and should not be taken lightly. The Manager can be elected by the team parents by a majority vote, selected by the coach, grandfathered in, or selected by the Select Commissioner. It is recommended that the Manager delegate some tasks to other parents to reduce the work load (e.g., find hotels for tournaments, complete tournament applications, fund raising, etc.).

After tryouts and the team's final roster has been solidified, a Team Manager will then needs to be named. Once in place, the first responsibility is to register the team with HFC and MSA so that an official team roster and player passes are obtained.

Administration Responsibilities and Tasks (Team)

- **MSA Documentation and Tasks (Post tryout and roster has been determined.):**
 - Complete and send Letter of Intent to Play League Play to MSA by the deadline of **September 1** of the playing year. This form is to confirm you intend on participating in Division I and will play in League games and State Cup. If you do not participate in League games, you will be eliminated from participating in the State Cup. Failure to complete League games based on MSA rules and regulations ([MSA Division I League Rules](#)) could subject the organization (HYSA/HFC) and the coach to punishment by fines and MSA suspension. This form can be found at the MSA website or by going to the following link: [Letter of Intent to Play League Play](#). If the team does not plan to compete for State Championship then this form should not be submitted. If this decision is made the team may compete in tournaments throughout the year, but they will not be eligible for Mississippi State Cup Championship tournament.
 - You are responsible for paying League fees and referees before scheduling of League games which will be scheduled between October 1 and April 1 of the playing year.
- **HFC Documentation and Registration Tasks:** These tasks can be completed by the player at HFC registration. If not completed at registration, it is the managers' responsibility to collect the information.
 - Get a copy of a Birth Certificate for each player. **A Birth Certificate is required.** The birth certificate number is needed to complete the registration form. However, you will need a copy of the birth certificate to verify the age of the players if ever requested at a tournament.
 - Make sure a completed HFC Registration form has been submitted at registration for each player. A copy of the form can be printed from the HYSA/HFC website at the following link: [HFC Select Registration Form](#). **A Registration Form is required.**
 - Get a completed and notarized Medical Release form for each player. A copy of the form can be printed from the HYSA/HFC website at the following link: [Medical Release Form](#). **A Medical Release Form is required.**
 - Take a picture of each player and coach (and yourself as the manager) to submit as a player pass. You will upload this picture as part of the process to create the team's official roster through MSA. **A picture is required.**
 - Collect \$95/player for the MSA player fee and deposit into team account. This money will be requested as part of the process of creating the team's official roster through MSA. **This is required or the player does not play.**
 - Make sure each player has purchased and received a team uniform from the clubs designated distributor (applies only to new players). The distributor/vendor for the 2010-2011 season is Soccer Locker. The players need to go to the vendor to get fitted and to order the uniform. Get the sizing information and collect the money from each player and turn into the vendor.

- **Team Documentation and Tasks:**

- Open a team “soccer” checking account at a bank. Make sure you receive a debit card as part of the account. All team fees and MSA fees (e.g., \$95/player player fee) and donations should be deposited into account and expenses paid from it.
- Attend HFC managers meeting. **Note:** A proxy can attend if absolutely necessary. **Meeting attendance is required.**
- Attend MSA Division I managers meeting as scheduled by MSA. The Select Commissioner should provide date, time, and location of meeting. Information can also be obtained via the MSA website.
- Communicate with parents, coach, Select Commissioner, HYSA/HFC Registrar, and MSA Office.
- Each team is **REQUIRED** to provide 3 team volunteers to work HFC sponsored tournaments or the team will be fined \$300.
- Make sure you complete the Mississippi Soccer Discipline Report by the 10th of each month for the previous month. This is required by MSA. Your Select Commissioner will send a reminder email at the beginning of each month.
- Collect all contact information (e.g., home phone, cell phone, address, uniform numbers, etc.) for each player. This is for the managers’ use only.
- Determine team fee on a per player basis for each season (Fall/Spring) based on the summation of all team fees identified below and divided by the number of players.

- ♦ Team fees

- ♦ Tournament Fees – Usually based on Age Division (e.g., U-12, U-14, etc.) and could range from \$375 - \$675 (or more)
 - ♦ Coaches per diem as defined below
 - Hotel room
 - \$150 for weekend tournament; \$50/day food, gas, mileage stipend (Fri – Sun) OR \$75/day for same expenses (Sat – Sun)
 - Other fees as agreed upon with coach
 - There are no restrictions on if a team may supplement the Coach’s salary; The Club does not promote this action but does not monitor either
 - ♦ Possible friendlies – Ref fees as determined by Ref Assignor, Usually around \$40/game
 - ♦ Team party (ies)
 - ♦ Guest player Fee - \$10 for one or more player per tournament
 - ♦ MSA State Cup bond fee (paid by HFC to MSA but each team has to reimburse HFC) - Usually based on Age Division (e.g., U-12, U-14, etc.) and could range from \$350 - \$500
 - ♦ Regional Fee of \$550 – This only applies to teams U-14 and up and only if they are State Champs. Attending Regionals is **NOT** optional and the registration fee must be paid immediately following the State Cup Championship game
 - ♦ Other fees as determined
- Collect team fees from each player. This can be done in installments and tracked via a spreadsheet. This spreadsheet can be supplied to you by contacting your Select Commissioner and will be reviewed at the Mangers meeting.

- It is also recommended that you add the DOS to your official roster in case their assistance is needed to substitute for the coach as needed at practice, League games, or tournaments. The Select Commissioner will provide you a picture of the DOS for you to use.

Administration Responsibilities and Tasks (Coach)

- Complete and submit a Kidsafe Form located on the MSA website. Follow this link to the MSA website: [Kids Safe Form](#)
- Make sure coach has completed and submitted a Kidsafe Form. Follow this link to the MSA website: [Kids Safe Form](#)
- Take a picture of each team coach and yourself to submit as a player pass. **A picture is required.**
- Collect all contact information (e.g., home phone, cell phone, address, etc.,) for each coach. This is for the managers' use only.
- Work with coach to plan and coordinate a Fall and Spring season tournament attendance list, plan the practice schedule (days and times), and plan for League games and any friendlies. **Note:** It is required that you attend the HFC Classic and any other tournaments sanctioned by HFC. You also have to supply three team volunteers to work at the tournament(s).

Tournament and League Play Responsibilities and Tasks

- Submit tournament application by tournament deadline.
- Submit tournament registration fee by tournament deadline.
- Complete Permission to Travel Form located on the MSA website if you are traveling to an out of state US Youth Soccer tournament.
- Bring caution/ejection forms.
- Bring Division I Game Report forms if a League game.
- Complete tournament game rosters if needed.
- Coaches tournament per diem is detailed below:
 - Hotel room is paid for by team (excluding HFC sponsored tournaments).
 - Coach per diem is \$50/day beginning with the Friday before the tournament. This equals \$150 for a weekend tournament which covers food, gas, and mileage (excluding HFC sponsored tournaments).
 - Deliver coach's tournament per diem payment by the Friday of the tournament play.
- You are responsible for coordinating hotel reservations for the team including the coach(es). A rooming list is usually required and you can use the team debit card to hold the rooms if necessary. The Commissioner will send an email of the tournaments each HFC team will attend so you can coordinate the scheduling of rooms with other team managers so club teams can try and stay at the same hotels. Depending on the hotel, there are usually a few options as listed below:
 - Hold all rooms needed on team debit card and have each family transfer to personal card at check-in.

- Reserve all rooms needed and schedule a time with hotel for all families to call in and reserve a room on their personal card. If not done by the agreed to date, the rooms will be released for the general public.
- Secure credit card information (number and expiration date) from each individual wanting a room. Supply rooming list to hotel and reservations will be made for each individual. Hotel will then supply confirmation for each room, which the manager will forward to the team parents. **Individuals will be responsible for canceling reservation by cancellation deadline if room is no longer needed.**
- Attend tournament Check-in as designated by tournament and register the team. At check-in you will usually need to provide copies of your state certified roster, all player and coach passes (including guest player passes), a copy of the state travel permit, and Medical Release forms. Check-in is usually on the Friday night before the tournament for a few pre-determined hours. Some tournaments will allow you to check in an hour before your first game on Saturday.

Game Responsibilities and Tasks

- Manager can be on the team sideline if agreed upon by coach.
- Attend to injured players.
- Be familiar with tournament rules and scoring system and consult with coach, parents, and tournament directors as needed.
- Responsible, along with coach, for parent conduct on the sidelines and should intervene if necessary.
- Make sure player passes are returned if given to referees or field marshals.
- Keep track of game balls and make certain they are retrieved after game.
- Assist coach with soccer equipment (balls, vests, cones, etc.,) if asked by coach.
- Complete all game reports such as caution/ejection forms and league game report forms if a League Game.
- If it is a League game, then the Division I Game report needs to be faxed to the MSA office within 48 hrs after the game(s) are complete so it can be recorded. **This is required.**
- Accompany players or coach receiving an ejection (red card) from the premises or to other areas designated by tournament rules.

Communication Responsibilities

- To Parents
 - Practice schedule including days and times.
 - Tournaments and League game schedule including days and times.
 - Friendly game schedule including days and times
 - Hotel information for tournaments.
 - Maps/Direction to hotels and fields for tournaments.
 - Information from the coach.
 - Team fee and any other monies owed.
 - Monthly Financial statement of the team soccer account.
 - Remind parents of proper conduct during games.

- Remind parents that if they wish to speak to the coach, to arrange that meeting through you.
- To Coach
 - Feedback from the parents.
 - Schedule parent/coach meeting.
 - Discuss practice schedule, tournament schedule, league game schedule, friendly schedule.
 - Discuss team budget.
 - Discuss roster additions/deletions.
 - Tournament payment ready and delivered by the Friday of tournament play.
- To Select Commissioner
 - Supply your Fall and Spring tournament schedule.
 - Inform them of any friendlies (day and time).
 - Supply your monthly tournament results.
 - Any team and/or coach issues.
 - Select Commissioner should supply you with a picture of the DOS to include them as part of your official roster.
 - The Commissioner should provide feedback on any tournament registration discounts given for the club sending multiple teams.
 - The Commissioner should provide you with a list of tournaments (not all inclusive) in the surrounding area for the Fall and Spring season.
- To MSA
 - Submit League game reports.
 - All documentation as described above in **MSA Documentation and Tasks** above.
 - Track and submit cautions and ejections per month. This has to be completed by the 10th of each month for the previous month and can be done via the MSA website. **THIS IS VERY IMPORTANT AND IS REQUIRED.**
 - Links to MSA forms are supplied below.
- To HYSA/HFC Registrar
 - Changes in roster (additions/deletions).
 - Registration forms for new players or players that missed the registration period.
 - Player transfers on/off.
 - Links to HFC forms are supplied below.
- To Referee Assignor
 - Arrangement of referees for friendlies and payment of games.
 - Policy regarding friendlies can be found at the HYSA/HFC website or by clicking this link