**VFA Team Manager Handbook**

**2019/20 Season**

**>>> Table of Contents <<<**

Knowing Your Club.....................................................................................Page 1

Getting Started...........................................................................................Page 3

Materials.....................................................................................................Page 5

Tournament Procedures.............................................................................Page 7

Final Words................................................................................................Page 8

**Knowing Your Club**

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**Travel Soccer Schedule Overview**

May - Travel Soccer Tryouts

June - Commitment Night / Team Meetings

Fall Season Teams

*(YA, 11U – 14U Boys, 11U – 19U Girls; 15U – 19U Boys Start training in November)*

August – Team Camp / Pre-season Fall tournaments

September - Regular season play underway

October - Regular season play underway / Post-season Fall tournaments begin

November - Post-season Fall tournaments and State Cup / Winter Training Academy begins

December - Winter Training Academy underway

Spring Season Teams

*(YA, 11U – 19U Boys, 11U – 14U Girls)*

January - Spring Season team training begins / Pre-season Spring tournaments

February - Pre-season Spring tournaments begin

March - Regular season play underway

April - Post-season Spring tournaments and State Cup

A Note about Team Apparel

\*\*Note: Before you consider ordering an apparel item for your team from an outside source, please contact Todd Abbey. FSC has signed a contract with Nike that legally requires the club to provide Nike equipment exclusively. In addition, FSC is contractually obligated to refrain from printing its logo on any clothing item with a visible trademark that is not Nike.

**Getting Started**

Congratulations on your role as Team Manager. You have already been entrusted with tasks that are crucial to your team’s ability to compete. Thank you for volunteering. This handbook will provide you with a description of your role and describe actions you need to take.

You will need to channel your best organization and communication skills from the start. Now that you are commanding your troop, it is okay (and encouraged) to overcommunicate. Your responsibility is to make sure your team is informed and prepared when it comes to every competition, practice, and travel commitment.

**First Steps:**

1. Complete Your Risk Management ASAP
	* Visit [www.ncsoccer.org](http://www.ncsoccer.org)
	* Click on the “Risk Management” tab at the top of the page
	* Complete each question
	* Please forward your confirmation email to tyler@villarrealforce.com showing you have completed Risk Management (after you complete training, you will be sent an email which you can forward). The deadline to complete is August 2019.

*\*\*You must complete your Risk Management in order to be listed as Team Manager in the state’s system.*

1. Complete Your Abuse Awareness Prevention Training ASAP
	* You will get an email with a link to complete this training
	* Complete each videos/questions
	* Please forward your confirmation email to tyler@villarrealforce.com showing you have completed Abuse Awareness Prevention Training (after you complete training, you will be sent an email which you can forward). The deadline to complete is August 2019.

*\*\*You must complete your Abuse Awareness Prevention Training in order to be listed as Team Manager in the state’s system.*

1. Purchase a Binder
	* This will be useful for organizing and traveling with your required documents and important information (like this handbook!).
2. Create a TeamSnap (Free App for IOS/Android/Windows phones) Account
	* You will receive a contact list before the start of the season.
	* You will have to input all the players with their emails; each parent will download the app using the link that’s generated when adding your roster in.
	* From then on, you can establish an email group and text message alert system (for things like game cancellations).
	* This app, you can also add in training times, games, tournaments and team events
3. Familiarize yourself with important websites:
	* <www.villarrealforce.com>; Villarreal Force Academy website
		1. Contains field status, program listings, coaching contacts, and more.
	* [www.ncsoccer.org](http://www.ncsoccer.org)
		1. North Carolina Youth Soccer Association website. Contains everything you’ll ever need to know about youth soccer in North Carolina
	* [www.ncysaclassic.com](http://www.ncysaclassic.com)
		1. Lists schedules, standings and field directions for Classic teams (typically U11-U18)
4. Download SincSports App (Free App for IOS/Android/Windows phones)
	* This app is a great tool as you will be able to check on Tournament/League game times and locations. NCYSA and most tournament you will attend will have the schedules on it; this app links with [www.ncysaclassic.com](http://www.ncysaclassic.com) so you can see those schedules.
5. Have a conversation with your coach(es) about any personal reservations or conflicts. It is important that you are on the same page in terms of what you expect from each other. Make sure your coach understands your role so that he/she is not worrying about those details. Their job is to develop players, your job is to organize logistics.
6. Scheduling matches
	* Some coaches will want to schedule their own matches for the season(s). It is not unnormal for coaches to ask you to schedule for them. Have open communication with your coach to see how they want to handle Scheduling.
	* When Scheduling matches, use the NCYSA website: [www.ncysaclassic.com](http://www.ncysaclassic.com). There you will find the Contact List, Scheduling Instructions, Blank Scheduling Spreadsheet, etc. (found under the “Doc & Info” Tab), you can start contacting other clubs in your Division.
	* Try to get even out your matches with Home/Away. If you are having trouble with teams to come here for Home matches, contact Todd Abbey, todd@villarrealforce.com.

**Materials**

**Player Cards**

NCYSA stipulates that each Classic team must possess individual player, coach, and team manager cards that will be checked immediately prior to each regular season match and at the beginning of each tournament. These cards must meet the following requirements:

- Must contain a color photo of respective player/coach/manager

- Must be stamped, signed, dated and initialed by the club’s Head/Assistant Registrar

- Must be laminated

NCYSA has stated that if you forget the cards, for whatever reason, you can show the referees a digital copy of the player/coach/manager card. Taking a picture of each card and medical release to have on your phone as a digital copy is recommended. With that being said, NCYSA also states this is used for emergency purposes ONLY; they will revoke this privilege it is being abused. Of all your materials, these cards are the most important; you will need them at every game/event.

For US Club teams (US Club is a different entity, separate from NCYSA - it will include NCCL teams), you will also possess player cards for each player and coach. Regular season game referees do not always check these before a match, but you will need them with you at all times, especially at tournaments.

**Official Registrar Stamped Rosters** *(NCYSA Classic teams only)*

NCYSA stipulates that each Classic team must possess a Registrar stamped match roster for each regular season game. These will be copies of the original, so the Registrar stamp will not need to be red.

These rosters include each player’s first and last name and uniform number. They also list the team’s coach(es) and team manager.

*\*\*Please note, every time your team considers adding a new player, or if any of your current players quit/cannot play due to injury or illness, you must alert the club so that the appropriate changes can be made to your roster.*

**Medical Release Forms**

Both NCYSA and US Club Soccer require each player to compete a release form. You should always carry each player’s release form with you along with your player cards. You will usually only need these documents for each player when you check in at a tournament.

**Referee Payments**

Statewide Referee Fees for Youth Matches (effective Fall 2019)

(Adopted by NCYSA, January 26, 2014)

Effective Fall of 2019, the following Referee Fees Guidelines and Mandatory Payment levels apply:

**Age**

Classic

**Under-17 and Up**

One Referee = $60.00

Two Asst Referees = $42.00

Game Total = $144.00 (each team pays half of this amount; per Team = $84.00)

**15/16U**

One Referee = $54.00

Two Asst. Referees = $35.00

Game Total = $124.00 (each team pays half of this amount; per Team = $62.00)

**13/14U**

One Referee = $46.00

Two Asst. Referees = $28.00

Game Total = $102.00 (each team pays half of this amount; per Team = $51.00)

**11/12U**

One Referee = $40.00

Two Asst. Referees = $22.00

Game Total = $84.00 (each team pays half of this amount; per Team = $42.00)

Scheduling Leagues, using one referee as approved by NCYSA Challenge Council, will pay the referee $28 per match. Scheduling Leagues choosing to continue to use the 3-man system at 10U will pay up to the maximum as indicated above for 11U-12U.

No league or playing association may pay referee fees higher than these established rates for referee services for the designated division and competition level.

No tournament may pay referee fees higher than these established rates for referee services for the designated division and competition level, unless authorized in writing prior to the sanctioning of the tournament by NCYSA after consultation with NCSRA.

The Classic league rates are mandatory for all state league games and the Challenge and Recreation rates are guidelines but represent a maximum cap. Local playing groups may set lower rates for payment.

**Tournament Procedures**

Step 1 – Director of Soccer & Coaches will select Tournaments

The VFA Director of Soccer and each coach will discuss and determine all tournaments that each team in club will attend. Registration and payment for all tournaments will now be done by the Club Office.

VFA reserves the right to send multiple teams to any given tournament based on that tournament’s availability to accommodate multiple ages and levels of play and is determined by the club’s Director of Soccer to be beneficial for our teams.

Step 2 - Reserve Hotel

While reserving your desired hotel in the tournament’s area, please take the following steps:

1) Make sure to reserve enough rooms for each player and coach within your team’s block (if some families and/or players cannot attend, it is always easier to remove a room within a block).

2) Title your block as the following: “FSC Villarreal Force A U (Age) (Sex)” Example: FSC Villarreal Force A U14 Boys.

3) Make sure you have made a note of the deadline to reserve rooms so that you can communicate all the information to your respective parents and coach(es).

\*\*Note that your team may have a player with one or more siblings participating in the same tournament. Before you select a hotel, it would be wise to reach out to your fellow managers so that you can coordinate the same hotel.

Step 3 - Tournament Check-In

The final step before each tournament is in full-swing is typically a check-in that is done either Online or in-person the Friday before the tournament. Your tournament’s website will always list the times and materials you will need to for check-in, but here is a list of what both Classic teams will usually need:

1. Player cards
2. Player Medical Release forms (NCYSA medical waivers)
3. Rosters (totaling the amount of possible games to be played)
	1. Classic teams will need one red stamped Match Roster, and 3-4 copies of said roster. (depending on potential games played)

**Final Words**

Please remember that at the end of the day, we are all working to make sure your children have the most beneficial experience possible with Villarreal Force Academy. If you are ever unsure of anything, please email or call (910-428-4313) the Villarreal Force office staff at any time with questions or concerns. You should never feel silly if you’re lost. We will work through problems together!