



Team Management Spring Kickoff

Agenda

- Team Management Roles
- Volunteer application/clearances
- Trainer coverage
- Adding Players
- PreGame/Gameday procedures
- Tournament registration
- Tryouts
- Q&A

Team Management Roles – *Overview*

- Role clarity and communication between team management is critical for team success
- Although teams do not all follow the same structure, there should be consistency in team roles
- Most teams have three primary roles
 - Head Coach/Trainer: in charge of everything related to the game of soccer for their team
 - Assistant coach: assist with coaching duties as directed by the Head Coach
 - Team Manager: administrative/organizational role working with the coaches

Team Management Roles –

Head Coach/Trainer

- Build the roster and communicate selection decisions to players.
- Establish overall strategy for the team including level of play and formation
- Develop the team plan for the year with assistance from volunteers and the AGD.
 - Final plans should reviewed with the Director of Coaching and Soccer Operations Director
- Determine the various aspects of practice and games, both tactical and technical.
- Prepare and manage drills and activities during training sessions.
- Prepare the roster, assign positions, and determine substitutions and playing time during games
- Communicate with players prior to, during and after games and training sessions with regard to individual and team performance and development
- Conduct and communicate player evaluations
- Seek feedback from and give direction to volunteers regarding support needed for the team

Team Management Roles –

Team Volunteers

- Assistant coach: assist with coaching duties as directed by the Head Coach
 - Assist with field preparation for warmups or training sessions as required
 - Provide direction or support to players as directed by the Head Coach
 - Be available to cover games in the rare occasion the Head Coach is unavailable and YMS is unable to provide another trainer
 - Serve as Head Coach if the coach is removed from a game for any reason
- Team Manager: administrative/organizational role working with the coaches
 - Organize meetings as required to review expectations, team plans, and any additional topics
 - Manage team budget; collect and pay reimbursable fees or outside of YMS One
 - Ensure all documents and ref fees are prepared for gameday and reporting the game score
 - Serve as primary communicator with the team and parents for all event details
 - Schedule games, training sessions and team events
 - Work with YMS Admin on player, team, league and tournament registration
 - Ensure all players are registered and have ordered uniforms
 - Securing team hotel blocks for tournaments as needed

Trainer Coverage

- In the event a trainer cannot make a training session or game, s/he is responsible for securing a replacement and informing the manager
- If a replacement cannot be assigned, the session can be rescheduled
- For those that have trainers with other teams
 - Have managers added to all TeamSnap rosters as non-player so they can see events
 - Work with other managers and trainer on scheduling to avoid conflicts
- When there are conflicts that cannot be avoided:
 - U13+ Premier Teams will be prioritized over Travel teams
 - National, Regional and State Events will be prioritized over local/league games

Volunteer Application and Clearances

- New candidates for volunteers will be required to fill out a Volunteer Application
- Approved volunteers **MUST** be carded and have valid clearances on file with YMS in order to participate in training or be on the sidelines for games
- Approved volunteers must complete the following:
 - Criminal History; PA Child Abuse History; FBI Background Check or Affidavit
 - CDC Heads Up Concussion Training; SafeSport Training
 - EPYS Risk Management Form
 - Upload photo

<https://www.ymsoccer.net/resources/coaches-corner/travel-coaches-clearances/>

Adding Players

- Any player interested in joining YMS needs to complete an interest form prior to participating in a YMS training session for liability and insurance purposes
- If selected for a YMS team mid-season, players still must complete YMS registration and GotSport registration to be added to the team
- New kits can be ordered mid-season from Ewing Sports
 - Managers can add new players and assign jersey numbers directly in Ewing Sports's ordering system or through YMS contact (Tim Newton)
 - Try to avoid duplicate numbers in an age group where possible
 - Kits are on a two-year cycle

PreGame Preparation

- Be sure to check the roster for individual league or event
- Rosters must have all players listed with uniform number
 - No more “guest players” - must be added to roster (club pass, secondary)
- When scheduling games (EDP or Cups)
 - Confirm field availability with Mark Hyland
 - Confirm referee availability with Gordon Dunlop
- ICSL and ROCK games and refs are scheduled by the leagues
- All game changes need to be communicated to both teams, league contacts, ref assignor (EDP) and Mark Hyland
- Managers must ensure changes are reflected in the schedule
- Confirm field location maps and parking details, jersey color and other logistics with opponent when setting the schedule and again during the week of the game
- Communicate all logistics to team via TeamSnap

Gameday Procedures

- Game Day Requirements: Match Card; Ref Fee; Player Cards
- Ensure fields are ready for play (flags in place, goals are set)
- Final game of the day should ensure flags are returned and equipment is secure
- Rosters must have all players listed with uniform number
 - No more “guest players” - must be added to roster (club pass, secondary)
- Ref fees vary by league and division (see tables)
 - Team pays refs and submits reimbursement form
- YMS Field schedule and changes are managed by Mark Hyland
- Teams are responsible for score reporting – check league requirements
- Weather related field closures are a club decision
 - Individual cancellations may be considered a forfeit and may be subject to fines
- Any fines incurred by the team need to be paid by the team

Referee Fees – *EDP*

USYS Mid Atlantic Conference

Age	Game Length	CR	AR1	AR2	Total by Team
17U-19U	90 Minutes	\$110	\$55	\$55	\$110 per team
15U-16U	80 Minutes	\$100	\$50	\$50	\$100 per team
13U-14U	70 Minutes	\$90	\$45	\$45	\$90 per team

*If local fees are higher the home team covers the difference.

Pennsylvania

Age	Game Length	CR	AR1	AR2	Total by Team
17U-19U USYS Conferences	90 Minutes	\$110	\$55	\$55	\$110 per team
17U-19U	90 Minutes	\$76	\$49	\$49	\$87 per team
15U-16U USYS Conferences	80 Minutes	\$100	\$50	\$50	\$100 per team
15U-16U	80 Minutes	\$67	\$43	\$43	\$76.50 per team
13U-14U USYS Conferences	70 Minutes	\$90	\$45	\$45	\$90 per team
13U-14U	70 Minutes	\$56	\$39	\$39	\$67 per team
11U-12U	60 Minutes	\$48	\$35	\$35	\$59 per team
8U-10U	50 Minutes	\$40	\$21	\$21	\$41 per team

Referee Fees – *EPYSA Cups /ICSL / ROCK League*

Age Group	R	AR	AR	Total
U9/10	\$40	\$21	\$21	\$82
U11/12	\$48	\$35	\$35	\$118
U13/14	\$56	\$39	\$39	\$134
U15/16	\$67	\$43	\$43	\$153
U17/19	\$76	\$49	\$49	\$174

Gameday Procedures/Resources

- All leagues and tournaments have their own specific processes and procedures
 - Be sure to review requirements for all events
- YMS Coaches Corner
 - <https://www.ymsoccer.net/resources/coaches-corner/>
- EDP
 - <https://www.edpsoccer.com/edp-league>
- ICSL:
 - <http://www.icslsoccer.org/spring-youth-soccer-league>
- ROCK League
 - <https://www.fcbucks.com/rock-spring-league/>

Tournament Registration

- All tournaments must be captured in your team plan and registered through YMS
- Changes to team plans must be communicated to Soccer Operations Director and YMS Administrator
- YMS Admin registers teams centrally for tournaments
- Teams need to complete individual team check-in
- Be sure to check tournament check-in requirements as they vary by tournament
 - Requirements generally include: Event Roster, Player Cards, Medical Waiver
- Trainer travel expenses are only included in team fees for Premier teams
 - If teams agree to cover expenses, they must be paid separately
- Teams are responsible for reserving hotel rooms and must follow tournament travel guidelines

Tryout Overview

- Tryouts will begin the week of April 17 (schedule now posted on ymsoccer.net)
- Rising U14 and above Premier Teams will be invite only for current players
- Age group trainers and AGDs should discuss potential player movement ahead of tryouts
- All other teams will hold age group tryouts.
- Age Group Directors will work with Trainers and coaches to collaborate on player selection and placement
- The Head Coach/Trainer for each team will have the final decision on rosters with input from assistant coaches and managers as needed.

Tryout Communications

- YMS Board will develop consistent communication templates to be used by teams
 - Welcome email-including YMS one sheet, refund policy, uniforms, expectations.
- Decisions on rosters and initial offers should be completed within 72 hours of final tryout.
- Players who are offered positions will be asked for a verbal commitment within 48 hours and deposit within 2 weeks
- Players who make the team can be notified by Head Coach/Trainer via mass email
- Trainers are required to call current players on their team who have been cut from the team
- External players who are not selected can get an email from the manager (BOD template)
- U13 and below, communication must have parent involvement

Key Contacts

Role	Name	eMail
Game Field Schedule	Mark Hyland	mark.hyland@zurichna.com
EDP Ref Assignor	Gordon Dunlop	gordopres2000@aol.com
ICSL Contact	Courtney Wodotinsky	icsl@verizon.net
ROCK League Contact	Jill Delucia	supervisor@crusa.net
Ewing Sports	Tim Newton Connor Norton	tnewton@ewingsports.com cnorton@ewingsports.com