



Team Manager Manual



WELCOME AND THANK YOU

Thank you for agreeing to manage a Roadrunners Soccer Club team. As you know, our Club is run on a parent volunteer model. Having a volunteer-run model differentiates our Club in two ways: first, we can keep player fees lower than those of comparable area clubs which have a paid administrator model, and second, we provide for a high level of family involvement and personal investment in the Club's growth and decision-making process. As a volunteer RRSC team manager (TM), you do more than manage your particular team; you are also a voting Club board member, and your team's "voice" within the Club. Because all team managers are board members of the club and are representatives of the club. It is expected that team managers will represent the club in a positive manner when dealing with club families as well as people outside the club.

This manual provides general guidance and information for RRSC team managers. It also provides links to documents containing specific information for different types of RR teams (teams playing in premier leagues, select-level teams, classic-level teams, and Roadrunner University teams), as well as information specific to the area boys' league (Northern Illinois Soccer League, or NISL) and the area girls' league (Illinois Women's Soccer League or IWSL). The last page of this manual, titled "Quick Reference and Links," provides links to all of this specific information.

Once again, thank you for taking on this important role for the Roadrunners Soccer Club!

Table of Contents

- I. Overview of Responsibilities
- II. TeamSnap
- III. Game Administration
(Applicable to all teams except Roadrunner University)
- IV. Frequently Asked Questions
- V. Quick Reference Guide
- VI. IWSL-Illinois Women's Soccer League
Guide to using IWSL
- VII. NISL-Northern Illinois Soccer League
Guide to using NISL

I. OVERVIEW OF TEAM MANAGER RESPONSIBILITIES

As a Roadrunners team manager, you are both the manager of your team and a Roadrunners S.C. Board member. As team manager, your shouldering of the administrative responsibilities for your team is what allows your team's staff coach to spend his or her time coaching rather than managing. As a Club Board member, you will be invited to attend all Club Board meetings (held 3 to 6 times a year), to vote whenever a Board vote is called, and to generally participate in the meetings on behalf of your team.

Team Manager Administrative Tasks

- **Communications with your team's coach.** Talk with your team's staff coach prior to the start of the season. It doesn't have to be a formal meeting, but the TM and the coach should establish a clear division of responsibilities. This is particularly important for a new TM, or for a TM working with a new coach, because some staff coaches prefer to handle certain administrative aspects of a team themselves (for example, scheduling or lining up subs – see below).
- **Communications with the team:**
 - Communicate team roster and contact information to your team at the start of the season.
 - Communicate game and training schedules, including any schedule changes.
 - Line up substitute players as needed. Your team may or may not need game substitutes or sub for other teams, depending on your team's or another team's roster size, so this may be something you may need to do or if your team's coach wishes to line up subs him/herself. If your coach asks that you line up subs, he/she will give you guidance on whom to ask to substitute.
 - Club Emails. You will receive periodic emails from the Director of Coaching, the Club President, and/or the Club

Administrator that you will be asked to pass on to your team. Please make sure you forward on these messages so that everyone on your team stays informed of Clubwide happenings and news.

- Game Administration: The Team Manager will work with the coach to determine how much of this they want you to handle. Please see Game Administration Section for details. (Roadrunner University Team Manager would not need to do Game Administration)
- Tournaments: You will know ahead of time what tournaments in which your team will participate-typically the team would have at least 3 games spread over Fri. eve thru Sun of the tournament weekend. You may be required to check in at the tournament the night before or ask a parent on the team to do so. During the tournament, you will be the safe keeper of player cards as well as research and communicate directions and field assignments to the team. The Club will try to provide all paperwork but may require help from you to communicate needs to team.
- High School Age Teams Not Currently Active: If you manage a team that is not an active Roadrunners team during a particular season, please be sure to forward on Club emails to your team during your team's inactive Club season. This is particularly important with respect to Club emails that inform people of dates for tryouts, uniform fittings, or other important upcoming season information of which you want to make sure your team is aware.
- Team social events. Some TMs like to schedule seasonal social events so that team families can socialize beyond the sidelines. This is a great team function to delegate to another parent! These don't need to be frequent social activities, but a parent organizing coffee and bagels at a morning game, or getting the team together to serve food at a shelter, or holding a parent-player soccer game once a season really do go a long way toward building team camaraderie and personal

investment in both the players and the parents.

II. TEAMSNAAP

Introduction:

TeamSnap is Roadrunners' Team Communication Platform. Team Managers will be able to do most of their team communications through TeamSnap including:

- Emails or Alerts to one person or entire roster
- Add practices as repeating events including times, locations and reminders.
- Add Games with specific details
- Track player availability
- Live Game Scoring and use many other features of TeamSnap.

Recommended Team Manager Video on Features TeamSnap Use and instructions

III. GAME ADMINISTRATION

Introduction:

Game administration is a term that encompasses three discrete components:

- 1) PRE-Game Administration
- 2) Rescheduling games in accordance with NISL's or IWSL's rules
- 3) Game Day Administration tasks as described below.

Our Club fields teams are primarily in two area soccer leagues: the Northern Illinois Soccer League ([NISL](#)) for boys' and some girls' teams, and the Illinois Women's Soccer League ([IWSL](#)) for girls' teams. The information below applies to both leagues.

1. PRE-GAME ADMINISTRATION:

- a) The first step is informing your team of its planned seasonal game schedule prior to the start of the season, the schedules are posted on IWSL and NISL. The schedule will be adjusted to reflect any game reschedules that are made either by you/staff coach or the opponent.
- b) Confirming games with opponent: The games are now on the schedule but each week you will want to confirm with the opponent coach: confirm day/time and location of your match. Make sure your team knows the time/address//field and make sure you give your cell contact info to your families. (contact info for opponents is on NISL/IWSL,)
- c) With respect to player attire, players should always be asked to wear one color jersey, but always bring the alternate color in case of conflict. Make sure you speak with your staff coach to find out when they would like players at the field, a half hour before game time is typical.

2. GAME DAY ADMINISTRATION:

HOME GAMES:

- a. Bring copy of the **league game card**. Team-specific game cards must be printed from the league's team site (IWSL, NISL). You access these game cards by logging in to the site and navigating the tools to print a game card. See IWSL (girls teams) or NISL (boys teams) instructions for complete details to print a game card
- b. **Bring player passes** (these are the laminated player identification passes you will receive prior to the start of the season). Determine who should hold on to player cards, you or the coach. We don't recommend that players hold their own card's unless necessary due to subbing for multiple teams. If you are using guest players, remind them to bring their passes. We recommend that you take photos of all of your team's player passes and keep the photos on your phone or somewhere else handy in case any player pass gets lost over the course of the season (players may pay for replacement player passes, but the

- photo backup is useful if a pass goes missing right before a game). We also recommend that you advise your team's parents to keep photos of their own player's pass for the same reason. In a pinch, for any player who has lost his player pass and for whom you do not have a photo backup, you can access the player's profile on NISL or IWSL and bring the "print screen" copy of the pass to your game.
- c. U11 and up teams only: Bring **cash to pay Assistant Referees (ARs)** for all home games. Two ARs are only assigned to U11+ (boys and girls) games. Center Refs are always paid by the leagues. Teams U10 and below do not pay for any refs.
 - d. AR Fees by age group are sent out before each season to all of the team managers. Please make sure you bring Cash and exact change for both of the AR's.
 - e. **Each team manager for teams U11 and up will receive a check** from the Club to cover these costs for the season typically sent out before the start of the season to your home.
 - f. Your staff coach will be receiving **portable corner flags** to use at your home games. (Doerhoefer has it's own corner flags-portable flags cannot be used on the turf--we will get access info to those who play games there.)
 - g. **Weather:** Games will play if fields are open, even if raining. In the event of inclement weather for home games, please call the DGPD Hotline to see if fields are open: [331-777-4371](tel:331-777-4371). If lightning occurs in the area during a game, and the Thor Guard alarm sounds, you will need to seek shelter and wait for the all clear signal. If conditions cause the DGPD to close the fields, games will be cancelled and rescheduled. You will need to notify your opponent if this happens.
 - h. **For referee issues:** If you have any issues with refs during the season at home games, it is best to first try to call our ref assignor on his cell.. If a ref has not arrived at the field 10 minutes before your game you should call him.

AWAY GAMES

For away games, all you need to do is items a. and b. above.

3. RESCHEDULING GAMES:

After the initial schedule is finalized there may still be game changes throughout the season. Many times the coach of your team will handle the game reschedules. Please speak to your coach to determine who handles game reschedules.

Procedure for Home Game reschedules:

1. Check the master schedule to see if there is a time available for your desired change.
2. Confirm that game change is agreeable to your staff coach and opponent.
3. Contact RRSC Field Coordinator via email so they can confirm field availability
4. Field Coordinator will confirm game change with you so you can confirm with opponent.
5. Enter game change via IWSL/NISL
6. Access codes and instruction will be provided to all team managers.
7. The Field Coordinator will update master schedule and inform the ref assignor of the change.

8. Inform your team of the change in schedule.

For Away Games you would only do Steps 2 and 8- opponent would get fields and Refs.

IV. FREQUENTLY-ASKED QUESTIONS/WHOM TO CONTACT

Q: Where can a player on my team get another training shirt?

A: At Soccer 2000. The store sells training shirts off the rack for \$11 a shirt. If there are none in stock, Soccer 2000 can order one for you.

Q: What should players wear and bring to trainings?

A: All players should wear their training shirts, black shorts, and black socks. Training shirts should be tucked in to the shorts. Players should bring a fully pumped soccer ball and full water bottle (or more in hot weather) to trainings. Layers are recommended when weather gets colder, coats, gloves, hats and leggings or sweatpants are allowed at trainings.

Q: A new player is joining the team. How can he/she get a uniform?

A: There is a “uniforms” tab on the RRSC website that contains all uniform ordering information.

Q: A parent on the team has come to me with an issue regarding the team’s coach. What do I do?

A: The parent should first discuss the issue with the coach, but if the issue needs to go further, the parent should speak to Director of Coaching

John Hannan. This is not an issue in which team managers need to be involved.

Q: One of our players cards is missing, what do I do?

A: Players cards can be replaced for a fee. (typically \$10-\$25) You will need to speak to the Club Admin to order a new card. You should allow a few days to get a new card, in emergencies you can sometimes get the card same day, but please be aware of the League office hours.

Q: A parent on the team is causing problems on the sidelines during games. What do I do?

A: Speak to your coach or contact Roadrunners Club President.

Q: I have a question relating to being a team manager that isn't answered in the Manual or in the linked documents. How can I find out the answer?

A: Email the Club Admin.

V. Appendix

Quick Reference Guide

Websites and phone numbers:

Roadrunners SC Website: <http://www.roadrunnersc.com/>

DG Park District Hotline: (331) 771-4371

Referee Site: <http://www.downersgrovereferee.com/>

NISL (Northern Illinois Soccer League)
<http://www.northernillinoisoccerleague.com/>

IWSL (Illinois Women's Soccer League) <http://www.iwsl.com/>

Team Manager Quick Reference Guide:

D.O.C: Director of Coaching: Oversees all coaching and training curriculum.

Rain out schedule: When grass fields are closed by the Park District due to weather conditions, we switch training to Doerhoefer synthetic field and follow a new schedule that is posted on our website.

Players Card vs Game Day Card: A players card (also called player's pass) is a laminated pass for each player that refs will need to see on game day with photo and birthdate. The League Game Day Card is printed from the league website with roster and game information and is handed to the referee before game start.

What are waivers used for? Players must fill out medical information for waivers at the start of the season when they register. Tournaments require that you turn in a waiver for each player before the player can play. You do not need to have waivers for league games, only for tournaments.

Why do some teams have to pay referees? Teams who are U10 and below play 7 v 7 and only have one center referee that is paid by the league. At U11 and up the field is bigger for 9 v 9 and 11 v 11 and 3 referees are required, one center ref who is paid by the league and two AR's (Assistant Refs) the AR's are paid by the club.

What is a Master Match Schedule? The Master Match Schedule is our master list of all home and away games and also shows coaching coverage and location of game.

What is a Master Home Game Schedule? The Master Home Game schedule shows all the home games for the club. We use this to permit fields and know what games need a referee. You can also use it to find out fields available for game rescheduling. Away games will not appear on this schedule.

Links to Articles Written by our D.O.C:

[#1 Coaches should sit down](#)

[#2 Why Futsal?](#)

[#3 What is going on at Training?](#)

[#4 Roadrunners SC Programs](#)

[Link to Positive Parenting information](#)

Roadrunners Code of Conduct

The staff coaches, team coaches, parent(s)/guardians, and players are expected to conduct themselves at all times, both on and off the field in a manner which insures a fun, safe, and healthy youth soccer environment.

Staff coaches, team coaches, parent(s)/guardians, and players shall:

- Strive for success while playing fairly and observing the laws of the game
- Treat officials with respect and dignity and teach players to do the same
- Be role models
- Respect all participants in the game
- Adhere to the highest standards and the regulations of the institutions they represent: Club, league, family, and community
- Refrain from all manners of personal abuse and harassment of others, whether verbal, physical, emotional, or sexual, and shall oppose such abuse and harassment at all levels of the game
- Shall not use profanity, inappropriate, or vulgar language
- Honor and respect those who uphold the highest standards and principles of soccer
- Use appropriate Club protocol to oppose and eliminate behavior that brings disrepute to the Club

It is against the Rules of IYSA soccer for any coach, spectator or player to threaten, harass or intimidate soccer officials in any way. This includes before, during and after any game sanctioned by IWSL and NISL. Failure to comply with the IYSA/IWSL/NISL Laws and Rules of the game as well as this Code of Conduct will result in disciplinary action.