

Louisiana Fire Team Manager Handbook 2010-2011

General Information:

I. Team Involvement:

Try to get as many people involved with the management of the team. There are many tasks that can be delegated out to other parents. For example:

Treasurer	Phone Committee
First Aid Kit	Tent Transporter
Hotel Coordinator	Out of Town Dinner Plans
Team Orders	Scheduler

II. Communication:

Encourage parents to communicate to you any concerns or problems they may have. You will have contact with the coaches often and can often accumulate questions and avoid duplicate questions. Please avoid dealing with individual player and parent problems with the coach. Direct these issues to the coach or Director of Coaching (DOC).

If parents have questions or concerns regarding the development of their child, encourage them to call the Coach or a Director of Coaching.

Team Binder:

III. Paper Work to be accumulated:

- A) Medical Release Forms: Make sure everyone has completed one of these forms. A player may not play in games without a medical consent form. The form was sent via email and it will be the manager's responsibility to collect the completed form for the player's parents. If your team does not have a notary, there are other notaries in the Club who will notarize.
- B) Obtain for each player a list of important information. You should include player and parent's names, cell / pager numbers, home and work phone numbers. From this information generate a list and give a copy to each player's parent and one to the coach.
- C) Obtain a recent picture of each player for the player pass. (Referees do not like for the picture to be dated.)
- D) Obtain a credit card number from all families to reserve hotel rooms or get someone to book the hotels for out of town trips.

IV. Information to be obtained from Club

- A. Registration Forms
- B. Obtain an Approved signed roster for your team from your Club Registrar. The roster will be received once the team is finalized and all paper is received. Check for spelling errors and date of birth errors.
- C. Obtain player passes from Club Registrar. Check for spelling errors and date of birth errors. If correct have players sign back of pass, attach photo to back of pass, laminate and place on a ring. (The ring should be such that each pass can be easily viewed and/or removed.)

V. Build a team binder. The binder should be approximately 1 1/2 – 2 inches and contain clear plastic page sleeves. You will need approximately 30 clear plastic page sleeves. It is helpfully if the binder completely closes (for example zips closed) since the binder will be with you at the field with all of the elements.

Your binder should contain the following items

1. State approved signed roster
2. Your self-generated list with parent names and all contact numbers
3. One plastic sleeve per player. Put in alphabetical order. Each sleeve should contain the player's medical release forms and birth certificates, these should be placed so you may view each document when page is turned.
4. Tournament Information including copy of application, travel permit, maps etc.
5. Premier League Information
6. Club Manager Contact Information
7. Louisiana Manager Contact (you will receive with your Premier League schedule) and other State Team Manager Contacts which you will accumulate
8. Team Record Information
9. Your team binder should also contain your laminated player passes. They should be able to be attached and removed easily. The referee will request them before every game. Ask for them after every game. Never leave the field without your passes!

Your team binder must go to every game your team plays. If you can not attend send it with someone. Your team can be forced to forfeit if the information and passes are not available.

Money:

VI. Financial Matters:

1. There are 2 types of fees paid to play Premier soccer at Club:
 - a. Club Fees include professional training/coaching, LSA dues, field rental/maintenance and equipment which is paid to Club
 - b. Team Fees include tournament fees, coaches travel, coach's per diem, coach's hotel, and referee costs which is paid to the team checking account.
2. Team Budget will be prepared by Club and emailed to all managers for review prior to releasing to the parents.
3. Open a checking account (have more than one signatory on the account). You will probably have to open the account in your name and social security number and then reference the team name and year. The team year is the year of birth of the youngest age (not including players who are playing up).
4. Prepare reconciliation of expenses after each season (Fall and Spring) and distribute at next meeting.

VII. Money and Teams that share coaches.

- A) Generally the initial budget will take this into account but always be conscious of if the team that shares your coach in going to the same tournament split the cost with the other team. The coach never gets paid twice for either per diem or hotel.
- B) Always put the coaches money in an envelope. The envelopes should be labeled detailing exactly what the envelope contains to avoid any confusion for example how much is for (1) hotel, (2) mileage and (3) per diem.

Hotel	\$160
Per Diem	\$105
Mileage	\$ 67

- C) The coach should receive his/her money by the first practice of the week before the weekend event or in some cases, the coach will wait and submit the request the Monday following the event weekend and should be reimbursed that week. The coach should not be paid his/her money at the game over the weekend unless.
- D) If the coach has 2 teams attending the same event the teams will split the cost as the coach never gets paid 2 per diems or 2 mileage reimbursements.

VIII. Coach Per Diems (this provides for food while coaching the soccer tournament or games)

Tournaments:

- A. In Town Tournaments in the Metropolitan area (which is New Orleans, Metairie, Kenner, Westbank) \$0.00
- B. Out of Town Tournaments

\$35.00 per full day when games are played and

\$17.50 per day on days of travel (for example Friday nights or a Sunday following a morning game)

Premier League Games and Training Matches:

- A. In Town Games (no matter how many played in day) \$0.00
- B. Out of Town Games where hotel stay is not required (1 game 17.50 (half day) or 2 games (full day) \$35.00)
- C. Out of Town Games where hotel stay is required: Follow same procedures for Out of Town Tournaments.

IX. Hotels: The coach is paid for his hotel room when the team has to stay out of town for tournaments or premier league/training matches. If a coach has 2 teams, the coach will stay at the hotel where the accommodations are the cheapest. Generally the hotels will provide free rooms for coaches when enough reservations are made.

Every family will have a room reserved for them for each out of town trip. The team hotel coordinator will provide the parent hotel information and the confirmation numbers. It is up to each individual family to cancel their hotel reservation if they are not going to use the room.

X. Mileage: Any travel outside of the New Orleans area (bounded by New Orleans East, Westbank and Kenner) the coach should be paid the IRS standard mileage (currently .50 cents per mile).

UNDER NO CIRCUMSTANCES SHOULD A TEAM MANAGER MAKE A DECISION TO GIVE A FAMILY FINANCIAL ASSISTANCE. ANY ISSUES WITH PAYMENT OF TEAM FEES OR EXPENSES RELATED TO THE TEAM SHOULD BE REPORTED PROMPTLY TO THE CLUB PRESIDENT AND/OR CLUB TREASURER.

Competitions:

XI. Tournament Applications:

A. Complete and mail applications as soon as the schedule is approved. This way you only have to fill out applications at one time; and it helps avoid letting the deadline slip up on you. If the team is traveling to a tournament out of state, see the section below regarding obtaining travel permits.

B. Pay tournament fees out of team account.

C. Generally the week before the tournament check the tournament web site to make sure that there are not any special rosters or release forms that need to be completed prior to the tournament.

XII. Louisiana Premier League Games Premier Website: eteamz.com/lapl :

A. Around mid August you will receive a schedule for the Louisiana Age Group Coordinator detailing a basic framework of league games to be played by your team. This schedule will show the division your team is (if your age contains 12 or more teams). This is based on previous year State Cup results and in the case of U11 it is determined at the sole discretion of the Age Group Coordinator.

1. After the schedule is obtained it is your responsibility to review proposed schedule with the manager of your coaches shared team if applicable if there are any conflicts.

2. If there are conflicts we have the option to try to reschedule the league game on another day that is agreed upon with the opponents manager. Before dates are chosen review with Premier Coordinator.

3. When you are the home team you are responsible for setting up the time and field and reporting back to Age Group Coordinator. See below section on obtaining a field.

4. After the schedule is completed and submitted to the Age Group Coordinator, changes are much more limited. August is the free month to reschedule. So be carefully and try to identify any possible conflicts. Obviously games may need to be rescheduled to due cancellations due to weather.

5. If a reschedule must occur due to weather, do not agree to date without great thought because you may be held to it. Contact your shared coach manager and review schedule and then confirm with Age Group Coordinator before new date is set. If you are involved in difficult situation seek help from the Premier Coordinator since they have a much thorough understanding of the rules and can often help. Always remember there are times Age Group Coordinators may be motivated by their own desires if their team is involved. In most cases this is not the situation but it has been known to happen.

B. A game report must be completed for each game played. It must be filled out completely and brought to each game. The referee must sign it. This report must be sent to your State Age Group Coordinator and LSA within three days after the game is played.

C. If any player receives a red card, the referee must fill out the form that the player sat out the next game. It is the team manager's responsibility to ensure that this information is on the report.

D. For all premier league games the referee costs will be split between the two teams and paid at the field. You can find current referee fees at lsa-soccer.org, bylaws & policies, policy manual (page 5).

XIII. Training Matches: During the season, you will be called upon by the coach to schedule games that are not premier league or tournament games. The following procedures should be followed:

- A. Choice of Days (does not have to apply to league games but can this should be worked out in August).
- B. If your team does not share a coach, a practice game can be scheduled on any day that is agreeable with the coach.
- C. If your team shares a coach, all actions must be coordinated among managers.
- D. Payment of Referees: During the process of setting up the game, confirm with the manager who will pay the referees. Generally the teams split the referee costs.

XIV. Travel Permits can be obtained from the LSA website at www.lsa-soccer.org under Forms.

When ever your team travels to either a tournament or a game that is located outside of Louisiana, it is necessary to obtain a travel permit from the Louisiana Soccer Association.

- A. Every travel permit must have a roster submitted with it.
- B. Every travel permit must have application to host with it (even for training match)
- C. Every tournament attended in a state other than Louisiana, whether there is more than one tournament in a state a separate travel permit must be filled out for each tournament.
- D. Every out of town location your team plays a friendly game you must apply for a travel permit. The travel permit should be for the entire season year August 1, 2010 - July 31, 2011. Therefore if you play in that location again during the season your original travel permit will cover the future games. This will enable you to play at the location all year without having to obtain another travel permit.

XV. Information Distribution (Tournament/Premier League and Games)

- A. Try to use email for all distributions if possible.
- B. Copy your coach on all team emails. If you feel there is a problem arising then also copy a Director of Coaching to get him informed and also to help resolve the situation.
- C. Also copy the manager of your coaches other teams if applicable to make sure if there any scheduling conflicts they are resolved quickly.
- D. Make sure before all games the team and coach has the following information:

1. Games times for the weekend
2. Location of games, including field numbers
3. Which uniform players should arrive in.
4. Map to the fields
5. Note the arrival time for each game (1 hour for all Premier League Games and 1st game in a tournament and 45 minutes before subsequent games in a tournament).
6. If a hotel is involved, the hotel information detailing hotel name, address, phone number, confirmation number, cancellation policy and map.

Reserving Fields:

XVI. Use of Club Fields: Before you begin the scheduling process check the website chicagofirejuniorslouisiana.com regarding the availability of fields.

- A. 1. Games to be played at each facility needs be scheduled with the field scheduler Al Silvas via email at fields@chicagofirejuniorslouisiana.com and confirmed at least by the Sunday (at 6:00 pm) prior to the weekend of the game. If the game is being played during the week, one week's advance notice is needed.
2. Referees: The field scheduler will handle getting the referees assigned for games played at the Club. The referees should be paid cash before each game. The fees are detailed on the schedule given at the manager's meeting (refer to the last page).

XVII. Team Record: It is the manager responsibility to keep track of the teams wins and losses for tournaments and Premier League Games. Set up a sheet of paper as follows:

- A. Front: Tournaments
- B. Name of Tournament Teams Played Score Win/Loss
- C. Back: Premier League Games
- D. Name of Team Score Win/Loss
- E. Put this information in a separate sleeve in your binder.

XVIII. Uniforms will be order by parents via the website and sent to each family. Contact the office at 504-465-8224 or email the Club at info@chicagofirejuniorslouisiana.com for any questions.

- A. Placing names or jersey numbers on equipment ****(see page 9)
 1. Bag- Putting numbers on the bag is optional. A two inch Arial Font white number can go above the Adidas logo on the front of the bag. We recommend not putting the name on the bag.
 2. Warm-up- Putting numbers on the warm up jacket is optional. A two inch Arial Font white number can be placed 1 inch below the Best Buy logo. A two inch Arial Font white number can be placed on the right front thigh opposite the Adidas logo.

XIX. Other Accessories: All orders for Bags, Practice T-shirts, Parent T-shirts etc. will be placed through the office or Club Spirit shop. If you have questions, please contact the office at 504-465-8224.

XX. Managers are administrators not coaches.

XXI. You are not to be on the sidelines with the players and coaches.

XXII. HAVE FUN! A TEAM THAT IS HAVING FUN IS ALWAYS SUCCESSFUL!



Policy 206-3**REFEREE FEES****GAME FEES**

The below structure is effective beginning with State Cups – Spring 2008

Age Group	Duration	LSA State Tournament Rate Premier & Div 1				Sub-Regional		
		CR	AR	4th	Stand by	CR	SAR	JAR
U11	60 minutes	30	20	20	10			
U12	60 minutes	30	20	20	10			
U13	70 minutes	35	20	20	12	40	20	20
U14	70 minutes	35	20	20	12	40	20	20
U15	80 minutes	40	25	25	15	45	25	25
U16	80 minutes	40	25	25	15	45	25	25
U17	90 minutes	45	30	30	20	50	25	25
U18	90 minutes	45	30	30	20	50	25	25
U19	90 minutes	45	30	30	20	50	25	25

Bonus Pay (State Cup Only)

Grade 7 Referee \$ 3.00 per Game

Grade 5 & 6 Referee \$ 5.00 per Game

ASSIGNMENT FEES

\$4 per game

\$8 per game (Sub-Regional)

FIELD USAGE

\$40 per game (Sub-Regional)