



*Academy/Select
Manager's Handbook*

Academy U8-U12 (2010-2006): Coastal League

Academy U12 (2006): Palmetto Academy League

Select U13-U19 (2005-1999): Premier League
Challenge League
President's Medal Soccer League
Open League

Contacts

Manager Director: Miranda McCune (sscmanagers@gmail.com)

Registrar: Nydia Shelton (info@summervillesoccerclub.com)

A Brief Overview: Your Role

DUTIES: Your primary duties are communication with coach and team parents; organization of the team's league play and tournaments; and maintenance of team finances. Your assistance is crucial. The coach and coaching directors have the ultimate decision regarding team placement, tournaments, and scheduling.

RESPONSIBILITIES: You are specifically responsible for maintaining a team binder, keeping track of the team's player cards, and bringing a first aid kit to all games. You are additionally responsible for registering your team for tournaments, arranging for hotel accommodations and coach's travel reimbursement. Each tournament has different paperwork expectations, so you are also responsible for knowing the requirements for each tournament your team attends.

- **PLAYER CARDS:** Player cards are now electronic and paper, but often referees and tournaments will want the "official" paper cards. These should be laminated prior to season start. You can also show referees electronic copies of player cards via smart phone from the link: scyouthsoccer.sportsaffinity.com/m/pass/index.aspx
- **TEAM BINDER:** The team binder contains the team's official state roster (multiple copies), parent information, player cards (laminated, hole-punched, and on a ring), medical releases, tournament rosters/releases/information, signed conduct codes, all contact information, blank forms, and all other tracking information.

Communication with the Coach

1. **All things soccer** – Discuss with the Coach any team meetings; practice schedule; team dinners (if any); any new players; etc. Communication with the coach should be on-going and on an as-needed basis. Be sure to have the coach's correct e-mail and cell phone number.
2. **Tournaments** – Discuss with the coach any tournaments the team will play. Lock this down as soon as possible as budgeting, paperwork, scheduling, and possibly hotel room blocking will be required. Discuss who will be responsible for applying for the tournament (this will likely be you) and have the coach decide what skill level/age bracket the team will play. **SELECT:** Please remember that each player can only play one Cup per year.
3. **Registering the team with SCYSA** – Affinity/SSC registrar (Nydia) registers teams with SCYSA. Coaches/coaching directors determine age groups and divisions. Managers no longer have this responsibility.

4. **League scheduling** – Help the Coach establish black-out dates prior to the scheduling meeting ***SELECT scheduling meetings***: beginning of August (U13-U19), beginning of January (U13-U14, U15 Challenge) in Columbia; ***ACADEMY scheduling meetings***: end of August, end of January in Charleston. Attend the league scheduling meeting with your Coach – if he/she wants you to attend. It is often a good idea to attend, and will give you a heads-up as to the game schedule.
5. **Repayment for approved Coach travel expenses** – For travel tournaments, obtain receipts for hotel stays from the coach for repayment. Additional allowable expenses for travel tournaments are per diem and mileage. Please see pages 12-14.

Communication with the Registrar

1. **Team formation** – You will receive a player list and parent contact information from Nydia Shelton and/or your coach. Be sure to use the full legal name on all player documentation.
2. **State Roster** – You are only given one permanent copy of your official State Roster. DO NOT give that permanent copy to anyone. Make multiple copies and have one at each game.
3. **Travel Rosters (A)** (formerly known as tournament rosters) - Some tournaments require a roster specifically for that tournament; other tournaments only require your official State Roster. Be aware of the tournament paperwork requirements when you register for a tournament.

E-mail travel (tournament) roster requests to Nydia Shelton no later than 10 days prior to tournament check-in date. When requesting a roster, include:

- Tournament name, date, and location (including city, state, and zip code)
- Tournament director name, e-mail, and phone number
- Your team information (name of team, coach)
- All players playing in the tournament (from your team AND any guest players joining your team for the tournament)

Rosters cost \$10.00 each. Contact Nydia or Miranda to arrange payment

ALL SCYSA TOURNAMENTS – PMSL CUP, OPEN CUP, ACADEMY CUPS require tournament-specific rosters. There is no charge for these rosters. Roster requests for Cups are to be sent to Nydia Shelton.

4. **Travel Rosters (B)** (formerly known as permission to travel) – Travel rosters are REQUIRED for out-of-state tournaments. Travel within Region 3 (SC, NC, TN, GA, FL, AL, MS, LA, TX, AR, OK) and travel outside of Region 3 require different paperwork.

E-mail travel roster requests to Nydia Shelton no later than 10 days prior to tournament check-in date. Include the tournament information listed in part A.

Out-of-state travel rosters cost \$30.

5. **Game-Day Rosters** – If your team has a need for guest players for a weekend league game, only Coaches communicate about player availability and get confirmation from David Smith (Director of Academy) or Alister DeLong (Director of Select). Coaches inform Nydia Shelton of the approval - no later than Wednesday prior to the weekend game(s) - and she creates a game-day roster. You will receive the game-day roster via e-mail from Nydia, and an electronic copy of the guest players' cards will be available on the Affinity link.
6. **All other changes** – If you get a new player, have a guest player, have a player leave the team, or have any other rostering issues, please contact Nydia immediately.

Communication with Parents

You are the public relations person for your team!

1. **Methods of communication** – Use MULTIPLE forms of communication with team parents (i.e. e-mail, text messages, TeamSnap).
 - E-mail: Be sure to have ALL e-mail addresses for EVERY parent involved. Set up a contact group that includes all parents and use BCC when sending team e-mails.
 - Phone numbers: Be sure to have ALL phone numbers for EVERY parent involved.
 - TeamSnap: SSC expects all teams to use the TeamSnap program and app to communicate with parents. Communication through TeamSnap eases your workload by providing e-mail, instant message, text, and calendar reminders to team parents. The calendar reminders for games also include a Google Maps link to fields to assist parents on game-day!

2. **Initial Parent Communication** – After team formation and discussion with your Coach, e-mail team parents introducing yourself as the team manager.

- Request team parents send you all contact information for all parents involved.
- Inform parents of modes of communication you will use (i.e. TeamSnap) and any apps they will need to download. Create your roster in TeamSnap.
- Inform parents of any team meetings, summer kick-arounds, uniform try-ons and uniform ordering information you may have.
- Instruct parents to sign up for RainedOut text alerts for field closure notifications

3. **Pre-Season Parent Communication** – Time to get organized!

- Keep parents updated on any communication that comes from your Coach, the SSC Board, the Registrar, the Manager Director, or Coaching Directors.
- ***Practice Schedule/Training Tops:*** Once the practice schedule is set, e-mail parents the dates/times/field locations and create recurring practice dates/times in TeamSnap.
 - Players are REQUIRED to wear SSC red training tops to each practice session and pre-game warm-ups due to Club Sponsorships. Parents may purchase additional training tops at SSC by contacting Miranda McCune.
- ***Documentation:*** Inform parents of required documentation: Medical Release forms (which can be printed from Affinity) and Parent/Player Codes of Conduct. The documentation must be in your team binder by the first day of play.
 - New players will need their birth certificates uploaded into Affinity. Managers and SSC no longer possess copies of players' birth certificates.
- ***Black-out Dates:*** Request team parents send you any black-out dates that may impact league or tournament scheduling. Relay these dates to your Coach immediately, and again prior to the scheduling meeting.
SELECT: Be conscious of SAT/ACT and Homecoming dates.
SELECT and ACADEMY: Be conscious of the school calendars.
 - No guarantees can be made for individual scheduling conflicts, but every effort should be made by coaches to avoid scheduling conflicts.
 - If your coach has two teams - please advise team parents that the coach will do everything he/she can to minimize conflicts. However, life happens. Prepare team parents for the possibility another coach may have to assist or fill-in as a guest coach. While not ideal, a positive impact is players are exposed to different coaching styles and meet new SSC coaches.

- **Budget/Team Fees** – Create a detailed budget and submit to parents. Do this as soon as possible. Team fees are paid directly to the team manager/treasurer and can be paid in installments. Set deadlines – first payment due the first week of practices. Team fees include:
 - Referee fees (League Games) – the amount owed per game by each team depends on age and is listed by SCYSA online and in this handbook (see page 11).
 - Tournament registration fees (including online check-in fees) – all players are required to pay a pro rata share of all tournament fees for club approved tournaments chosen by the coach for the team, **regardless of whether they can attend or not.**
 - Coach’s travel per diem/mileage expenses, as set out on pages 12-14.
 - First Aid kit.
 - Travel/tournament rostering costs (if applicable).
 - Other costs: TeamSnap fees, any specialty uniform items for team (i.e. pink jerseys/ pink socks for October), etc.
 - Player tickets for SSC Night at the Charleston Battery.

- (i) Guest players are not to be assessed any team fees for any games or tournaments for which they are “borrowed,” and no suggestion of any payment should be made whatsoever. Borrowed players are only responsible for team fees for the team for which they primarily play.

- (ii) Managers are to issue a monthly team accounting update to parents during season

- (iii) Team fees are waived for one manager only per team. A Manager and Treasurer may split one pro rata share.

- (iv) Be consistent but flexible. If a team parent has extenuating circumstances that prevent them from paying team fees, please refer them to Miranda McCune. If a team parent is delayed in paying team fees with no extenuating circumstance, send the player’s name to Nydia Shelton.

- **Rained Out** - Instruct parents to sign up for RainedOut text alerts for field closure notifications

4. **Ongoing Parent Communication** – You are the public relations person for your team!
- ***Weekly e-mail*** – Send your team (parents and coach) a weekly e-mail that includes the events of that particular week. Include the practice schedule (day, time, field, and red training top expectation); upcoming weekend’s game schedule (day, arrival time, field, directions, and uniform colors – players should always bring BOTH jerseys to EVERY game); make sure TeamSnap is updated with this information as well.
 - ***League schedule/Tournament schedule*** – Send parents the direct link to the team’s schedule from SCYSA. Send parents the direct link to a tournament schedule. Make sure this information is updated in TeamSnap. Provide team parents with a map of fields for tournaments (or direct them with a link).
 - ***Reminders/Last-minute changes*** – Life happens. Use TeamSnap to help you get the word out to your parents if practice is canceled, moved fields, game is rained out/rescheduled, etc.
5. **General cost reminder for parents:** Club fees pay coaching salaries, field maintenance, building maintenance, and utility costs. The two fees - Club fees/Team fees - are very different, but the non-payment of either can result in SSC pulling a player’s player card, making the player ineligible to play!
6. **Fundraising:** Fundraising is done by the team for the team. Teams wishing to fund raise must (1) collectively agree to participate in fundraising activities, (2) gain approval from the appropriate program director, and (3) disclose fundraising proceeds to the Club Treasurer. Proceeds shall be used to defray costs for the whole team.
7. **Volunteer Requirements:** Parents must perform 2 hours of work at the Club per season per player or pay the opt out fee. \$25/season or \$50/year.
8. Other Club notices/information as required.

Checklists

Upon Team Formation, ensure you have:

- Parent contact information
- Team is properly registered by Club Registrar
- Official SCYSA pool/team roster
- Player cards (new players have submitted birth certificates and picture)
- Team Bank Account
- Uniform ordering/rostered online
- Training top information sent to players
- Codes of conduct/Medical release forms
- Budget

League Pre-Game procedures:

- E-mail parents a reminder of the game time/location with directions (available through SCYSA.org) uniform color (home/visitor), and other relevant information (arrive 30 minutes early, bring other jersey color, etc). Enter information into TeamSnap.

League Game Day:

- Pay the referee – check your league rules for the cost and how it needs to be broken out. Every league has different fees based on age and level of play.
- Keep player cards when not held by referee/coach
- Have game day roster if necessary (missing player card, guest player).
- Keep binder with required information
- Have First Aid kit available
- Report red card/ejections as required
- Log score on Scysa.org as required for wins or ties or when your team is the home team. Scores must be posted within 48 hours.

Tournaments:

- Apply/Pay for tournament online
- Request travel roster (if necessary)
- Prepare tournament medical release (if necessary)
- Prepare required documentation as stated by tournament (copies of roster, etc.)
- Player cards
- Check-in team as required (online or in person)
- Communicate relevant information with parents – game times, team dinners, etc.
- Report red card/ejections as required

Rescheduling a League Game

1. Any match that is rescheduled following the pre-season grace period will incur a \$100 rescheduling fee. No match may be rescheduled without the approval of the League Administrator.
2. If a match is rescheduled less than twenty-four (24) hours prior to game time, or later than 5pm Friday for a game scheduled for Sunday or Monday, other than for a reason outside of the control of the team/club (for example, weather), the teams shall also be responsible for the referee fees for that game.
3. If a match is cancelled due to inclement weather teams will have 72 hours following the cancellation to reschedule their match with no fee.
4. After 72 hours, the \$100 rescheduling fee will be reinstated (split between each team). If, in the view of the league administrator, one of the teams is at fault for this delay (failing to respond, offering unreasonable times/places, etc...), the full amount of the rescheduling fee may be assessed to the offending team. After 72 hours, the league administrator may arbitrarily reschedule the game at a time and place it deems appropriate.
5. If a team fails to pay their rescheduling fees or has not rescheduled a match one week following the scheduled match time the team may be subject to a forfeiture of their bond, being placed in bad standing and / or add a loss to their standings based on the game not being rescheduled.
6. If a match that is rescheduled for the convenience of any team does not get played (i.e. the rescheduled match is rained out), then a FORFEIT LOSS may be entered against the requesting team for that match.

These costs are paid by the team and are added to Team Fees.

First Aid Kit

These are suggested items. Managers are encouraged to solicit donations from team parents and choose only the items deemed necessary beyond instant cold packs and Benadryl.

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| • Latex gloves | Benadryl |
| • Sunscreen | Tylenol/Advil |
| • Bug spray | Maalox/Pepto |
| • Instant cold packs | Hydrogen peroxide |
| • Tapes/adhesives/gauze/band-aids | Alcohol swabs |
| • Saline eye wash | Kleenex/wash cloth |
| • Ace/sports bandage | Baby wipes |
| • Insect/bug pain reliever spray/swabs | Antibiotic cream |

DO NOT DISPENSE ANY MEDICATIONS WITHOUT PARENTAL PERMISSION

Referee Fees

It is the team manager's responsibility to have the exact amount for each referee. Referees do not make change. A good way to do this is to have a separate envelope for each referee and the assistant referee. Note: if your team is playing an older team, the referee fees, game duration, and ball size are for the older age group. The amounts listed below are fees based on each team paying for ½ of the referee fees. Please note these fees are current as of Spring, 2017 and are subject to change. You will be notified and this table updated as necessary.

Coastal League/Palmetto Academy League

Age Group	Center Ref	1 Asst. Ref	Total Per Team
U8/U9/U10	\$12	N/A	\$12
U11/U12	\$13	\$18	\$31
U13/U14	\$14	\$20	\$34

President's Medal League (PMSL)/Open League

Age Group	Center Ref	1 Asst. Ref	Total Per Team
U13/U14	\$17	\$23	\$40
U15/U16	\$20	\$30	\$50
U17/U18	\$25	\$35	\$60

SC Challenge League (SCSCL)

Age Group	Center Ref	1 Asst. Ref	Total Per Team
U13/U14	\$20	\$30	\$50
U15/U16	\$25	\$35	\$60
U17/U18	\$30	\$40	\$70

Region III Premier League East (R3PL)

Age Group	Change	Total Per Team
U14	One \$20, two \$10s, one \$5	\$45
U15-16	Two \$20s, one \$10, one \$5	\$55
U17-U18	Two \$20s, two \$10s, one \$5	\$65

Southern Regional Premier League (SRPL)

Age Group	Change	Total Per Team
U15-U16	Two \$20s, one \$10, one \$5	\$55
U17-U18	Three \$20s & one \$10	\$70



Coach Travel Reimbursement Policy



Coaches will be reimbursed for League and Tournament expenses per the following schedule:

Home League Games, Scrimmages, or Friendly Matches:

- No Reimbursement.
- Home games include all games within the greater Lowcountry Area (including James Island, West Ashley, Mount Pleasant, Daniel Island, Goose Creek, North Charleston, and Cainhoy).

Away League Games, Scrimmages, or Friendly Matches:

- Food Allowance - \$15.00/day (one scheduled game) or \$20/day (two scheduled games).
- Mileage Allowance – See chart below

Premier League Game Weekends Where Overnight Stay is Required:

- Food Allowance - \$40 per weekend event for two scheduled games (Saturday and Sunday); \$15.00 for single away game (outside of Lowcountry area). No food allowance for games played in the greater Lowcountry area.
- Mileage Allowance – See chart below.
- Hotel – to be paid by team fees.

Home Tournaments:

- Food Allowance – May eat at SSC Concession Stand during tournament
- Mileage Allowance – None.

Away Tournaments - Overnight stay is NOT required:

- Food Allowance - \$20.00 per day.
- Mileage Allowance –See chart below.

Away Tournaments Where Overnight Stay is Required:

- Food Allowance - \$20.00 per day for travel days; \$40 per day (3 meals full day).
 - Mileage Allowance –See chart below.
 - Hotel Room Allowance – Either the Team Manager will pick up the room charge or the coach will be reimbursed for the room charge. Coaches will be reimbursed for only the standard double room rate plus tax. Any extra expenses, i.e., phone calls, room services, movie rental, room upgrades, etc., will be paid for by the coach.
- ❖ To help reduce team costs, coaches will adhere to the following guidelines:
- A team will only pay mileage, room, and meal expenses for one coach. This will normally be the coach listed first on the team roster. The primary coach will be responsible for reimbursing the secondary coach for any expenses.

- Coaches will normally be expected to travel daily to tournaments and/or away games that are 100 miles or less from Summerville. Exceptions may be made for early morning game starts.
- Whenever possible, coaches will travel together and room together. Mileage will only be paid to one coach driving his/her vehicle. Teams will equally share hotel room allowance, mileage, and food allowance if a coach is traveling with two teams.
- Coaches will minimize the nights spent in hotels (i.e., starting game times will be considered before automatically assuming two nights for tournaments).

Coaching Multiple Teams and Travel Expenses:

Teams will share the coach’s travel expenses regardless of type of travel: league game, tournament, state cup, etc. This includes splitting mileage, hotel, and meal reimbursement expenses. Managers of both teams are responsible for discussing the sharing of coach’s expenses.

Assistant Coaches:

Assistant Coaches are not paid for travel expenses or meal expenses unless they are the only coach traveling with the team. If an Assistant Coach travels with the Head Coach for league games and/or tournaments, the Head Coach is responsible for any reimbursement to the Assistant Coach. Normally, the 2 coaches will share a hotel room and ride together in the same vehicle. No Team should be assessed travel costs for more than one coach.

Mileage Allowance for Frequently Traveled Cities

City	App. Round-Trip Mileage	Mileage Allowance
Aiken, SC	230 miles	\$105
Anderson, SC	445 miles	\$200
Clemson, SC	430 miles	\$195
Columbia, SC	200 miles	\$90
Florence, SC	240 miles	\$110
Greenville, SC	400 miles	\$180
Greenwood, SC	340 miles	\$155
Hilton Head, SC	200 miles	\$90
Lexington, SC	200 miles	\$90
Myrtle Beach, SC	210 miles	\$95
Rock Hill, SC	330 miles	\$150
Spartanburg, SC	375 miles	\$170
North Carolina:		
Asheville, NC	500 miles	\$225
Charlotte, NC	380 miles	\$175
Greensboro, NC	520 miles	\$235
Raleigh, NC	520 miles	\$235
Georgia:		

Atlanta, GA	560 miles	\$255
Athens, GA	460 miles	\$210
Savannah, GA	210 miles	\$95
Florida:		
Orlando, FL	780 miles	\$355
Jacksonville, FL	475 miles	\$215

OTHER MATTERS:

1. FUNDRAISING

The Club is a 501c3 organization and has very strict reporting requirements for fundraising and income. For fundraising to continue, teams must get all fundraising approved by the Board prior to start and must disclose all earnings Club Treasurer in a timely manner. All fundraising is performed by the team for the team. Please ensure all or most parents wish to participate as any proceeds will be used to defray costs for the entire team.

2. SUPPLEMENTAL ACCIDENT INSURANCE

Every registered player, coach and assistant coach has Supplemental Accident Insurance through SCYS (the South Carolina Youth Soccer). The supplemental insurance will pick up whatever your other insurance did not- deductibles, co-payments, etc. (after a \$1000 deductible per occurrence). Even Team Managers are covered.

Get a claim form from SCYS State Office or download from the SCYS web site (www.scysa.org) under the Administrative Tab and Insurance Information:

After all medical bills are in and all other insurance has paid, send the completed claim form and copies of all bills and payments from other insurance in to:

South Carolina Youth Soccer
7436 Broad River Road
Building 2, Suite 211
Irmo, SC, 29063
803.749.4352 (fax) e-mail
scysa@scysa.org

3. SCYS EMPLOYMENT/VOLUNTEER DISCLOSURE STATEMENT

All coaches, assistant coaches, team managers, club officers and administrators and anyone else who may have reason to have contact with the players is required every two years to complete an “Employment/Volunteer Disclosure Statement” for the SCYSA for risk management purposes – for the protection of our players. All Volunteer Disclosure Forms are now completed on-line. Nydia Shelton will inform you when this form needs completing/updating. All information is confidential. Please complete the form as honestly as you can.

