



DAKOTA ALLIANCE SOCCER CLUB

TEAM MANAGER'S MANUAL

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TEAM MANAGER DUTIES

Team Manager Duties

- Keep the Team Binder up to date and current
- Communications to the team - Phone tree (e-mail, text, and/or Team Shutterfly Site) to communicate to the team
- Have multiple people share the responsibilities - Treasurer, Travel Coordinator, and Social
 - **Team Treasurer** - in charge of the team finances – check book, team account, players accounts
 - **Travel Coordinator** – In charge of hotel reservations for the out of town tournaments
 - **Social Coordinator** - Organize activities (can be team dinners – other activities besides soccer) team building
- Register team for leagues and tournaments
- Relay Uniform ordering information to players – if needed

Team Binder

- The following information will be available from the DASC office after **ALL** the players for your team have completed them and submitted them to the DASC office.
 - **Official Roster** – see below
 - **Medical Release** - notarized
 - **Birth Certificate** – these may be available from the DASC office or from the parent
 - **Player's Cards** – see below
 - **Code of Conduct** – make sure it is signed by both parent and player
- **Official Roster** - The coach will determine (At least 10 days prior to an event) how teams are formed if there are multiple teams in your age group. This information is given to the DASC office and an official roster will then be generated to use for tournaments. Make extra copies of this roster to be used for tournaments as needed.
- **Player card** – A player card is needed by each team member, including Coaches, Assistant Coaches, and Team Managers. The DASC office will generate these cards after the team has been formed and all team Coaches, Assistant Coaches, and Team Managers have completed their Risk Management Disclosure online at:
<https://onlinereg.leagueone.com/rm/RmDisclosure.aspx?O=2306&l=24> . You will need a small picture of all team members and staff to place on the card. These pictures should be taken at a team practice or meeting and kept in a file online in case replacement cards need to be made. Pictures should be roughly 1.5 inch x 1.5 inch. The cards are then laminated and this can be done at the DASC office during office hours. Punch a hole in the upper left corner and place on a steel clip ring in roster order. **Consider placing a card at the end of the player passes containing your team manager contact information.** If your player passes are ever lost or not returned by a referee, this would allow the finder to contact you. Lost player's passes can be replaced for a fee by contacting DASC. Make sure to have these passes at EVERY GAME (including tournament games) for player check-in. USYSA follows a NO PASS, NO PLAY policy. Player passes are considered official identification and should never be copied nor tampered with. Using illegal passes or illegal players can have severe consequences to the player, coach, team manager, and DASC. ALWAYS MAKE SURE PASSES ARE RETURNED BY THE REFEREE TO YOU OR THE COACH AT THE END OF A GAME. A good idea is to retrieve them from the referee right after the game ends, right after the player handshakes.
- A **three ring binder** can be used with plastic sleeves to file this information. You will need this binder for any tournaments your team attends. File this information into your binder in roster order with the official roster in the front of the binder followed by the medical release and Birth Certificate in one sleeve with the medical waiver on the front side of a plastic sleeve and the Birth Certificate on the back side of the same sleeve. The ring with the player's cards can be clipped in the binder thru one of the 3 rings. You may want to keep a pencil bag with extra pens, bandaids etc...

Communication

- The Team Manager will be the primary person to get pertinent information to the team members either using emails, texts, phone calls and/or Shutterfly. Most of the information will be generated by the coach for training, parent meetings, etc. and then relayed to the Team Manager or Communications Coordinator who will relay it to the team members.
- Some teams use Shutterfly to communicate with their team. You can use the following site to create your team Shutterfly account: <http://www.shutterfly.com/sites/create/welcome.sfly?fid=e02f5be3253843e5>
- Attach Dale onto all important e-mails – dalew@dakotaalliancesoccer.com
- **Harrisburg Training Grounds Closure** - If the Harrisburg training grounds have to close due to weather or other conditions, DASC will try to make the decision by 3pm and any cancellations or notices will be communicated by email and posted on the DASC website, Facebook, and Twitter.
- Efforts will be made to ensure consistency with regards to schedule.

Shutterfly Team Pages

Shutterfly team sites are free and are useful to communicate by email, track availability, show calendar events, and track other information. The site is pretty easy to set up and can be arranged according to your preferences. Here are some general ideas.

Common sections for Homepage

- Calendar-Keeps track of practice dates, hotel deadlines, games, and team social events.
 - a. Reminders can be set to automatically go to the members in advance as you choose or turned off. The default is to send a reminder.
 - b. Events can be set up as repeating and set time of arrival.
 - c. Events can be cancelled, modified, or deleted on the calendar. You can choose to send email messages to members when cancelled, modified or deleted.
 - d. Members can subscribe to calendars on certain kinds of devices so that the calendar is changed in the device when a change is made to the main calendar.
- Message board-the coach, managers and parents can post to the board with a message sent to all members. Members can go back to look at the board after the message has been sent. Documents can also be attached. Members can also send emails from the board to other members regarding car pools etc.
- Link section-set up internet links to Club, tournament, and other websites. Tournament information like directions, rules and schedules can be found at these links.

File Section-You can attach useful documents.

Common Tabs or Pages

- Hotel Information-provide link and booking information.
- Availability-Under "options," you can select calendar event types for which you want to show availability for each rostered player. Availability will be automatically checked. Some coaches prefer to have the events unchecked and ask players to check. Communicate team preference or other confirmation method to avoid confusion. Some teams prefer to use sign-up sheets or email to track availability. The availability section is very sensitive to being checked and unchecked on iPads and iPhones especially by site owners.
- Tournament Tab-Useful to add tournament details or specific tournament rosters.
- Treasurer or Volunteer page-depending on Team preference.
- Team record-Scoreboards can be set up to track scores which can be useful to keep team records for tournament registration. You can choose which games you want to show up on the scoreboard. You have to go to the calendar and enter the results after the matches.
- Roster-Add the player information and at least one parent email. The parent can go in and update the contact information. In order to change player availability, the parent email must be hooked to the player on the roster. Site owners will also be able to mark availability for all players.

- Pictures-You can create albums for different events and members can download pictures. Pictures sections can also be added throughout the site for various purposes.

Other Tips

- Members can set their own email preferences if a secondary member or contact does not want constant emails but if the team is using the message board as the main communication, one primary player contact should be set up to receive these types of messages.
- Any given page can be formatted according to your preferences. Text sections or journal entries are useful for entering text.
- Members can be use Daily or Weekly digests to track site activities.
- There are many other useful tools including video, team reminders, tasks, maps, and sign ups that can be used throughout the site.

Tournament Registration and Check-in

- After the coach determines which tournaments the team will be attending, the Team Manager will need to identify the entry deadline of those tournaments. A good rule of thumb is to complete the registration at least two months before the deadline.
- Determine prior to sending in the registration if you have enough players to attend. Use your Shutterfly account to determine player availability. Verification with coach prior to entry.
- Determine appropriate level of play with the direction of the team coach.
- Create a team resume to compile team history for registration purposes.
- An **"Application to Travel"** form must be completed if you are traveling outside South Dakota. It can be filled out at: www.thetournamentcenter.com and needs to be submitted online at least 14 days prior to the departure date of the tournament.
- In certain circumstances, guest player(s) are needed for a tournament. **(See Guest Player Policy under Additional Information)** If these guest player(s) are registered with DASC you need to submit your roster in alphabetical order, including the guest player(s) to the DASC office (danielo@dakotaalliancesoccer.com) at least one week prior to the departure date of the tournament. DASC will create an event roster for this tournament only. This will be your official roster for this tournament.
- Should the team require guest players that are not registered with DASC, a **South Dakota State Soccer guest player form** must be completed at www.thetournamentcenter.com prior to traveling and can only be done online. Your official roster you received at the time your team was formed will serve as your tournament roster. This may be signed by Team Manager or Coach.
- Remember to get the player card, medical release waiver, and birth certificate from any guest player(s) from their current team.
- Double check your information to make sure you have all of the required information for each player needed for **tournament check-in**. Place all of the additional information into your team binder and take with you to **tournament check-in**.
- Get a list of parent's and player's cell numbers in case the schedule of games changes at check in or during the tournament.
- Most tournaments have a check-in deadline. Allow yourself plenty of times to get to check-in as there are usually long lines.
- Prior to the first tournament game the players cards need to be given to the coach for presentation to the referee. Remind the coach to retrieve the cards from the referee after the game. Have your team binder at the game in case of any questions that might arise about the team's eligibility.

Uniforms

- Uniforms are purchased by each individual player through soccer.com.
- If your team or a new member to your team needs to order a uniform set, a link will be sent to you informing you how to input your team information into the website. After you submit your team, an email will be sent to the players needing to order uniforms and they will be able to purchase. Please allow 2-3 weeks for delivery. The uniform set will be delivered to the player's home address.
- There are uniform samples at the DASC office for help with the sizing for those interested. They will be available during normal office hours.
- The team may want to purchase 1-2 extra sets of uniforms for guest players to use or for use as blood jerseys. This would be a team decision and paid for by the team. DASC does not have any extra uniform sets to loan out to the teams.
- Track player numbers each year to avoid duplication.

Additional Information

Maximum Roster Size set by SDSSA

- Under 11 – Under 12 boys and girls can have up to 14 players on the roster with 8 players on the field at one time.
- Under 13 – Under 17 boys and girls can have up to 25 players on the roster with 11 players on the field at one time.
- Under 17 – Under 19 can have up to 25 players on the roster with 11 players on the field at one time. (Only 18 players may suit up for a game).

Guest Player Policy

Requests for guest players will be handled by the Coaches of the teams involved.

Guest players among teams in DASC Club

Guest Players (from one DASC team to another) – The use of guest players is permitted when a team is short of available players.

- Guest players are **not** to be used to replace currently rostered players that are available for the tournament. Players will be picked based upon the needs of that specific team.
- Teams wishing to obtain guest players from within the club must first look for players inside the age group who would be an appropriate selection as a guest player for the event in question.
- Teams wishing to obtain guest players from within the club must first approach the team coach of the player they desire to add. Do not contact the player or parent directly.
- Guest players may not be excused from their own team's activities without express approval from their coach.
- Any conflict between teams regarding the sharing of players will be resolved by the Director of Coaching.

Guest players from outside the DASC Club

- DASC Coaches must first look for guest players inside the DASC club.
- They should look for players in their particular age group then outside the age groups before looking for guest players outside the DASC club.
- **Any guest player participating in a tournament must be a registered player with a state association prior to playing.**

State Cup and Region II Tournament

State Cup is for competitive level teams, ages U13 – U19. You will be challenging other competitive teams in your age group from the state of South Dakota for a chance to advance to Region II competition. If your team is not challenged by another team from your state, you automatically advance to Region Competition. If your team wins the State Cup you advance to Region II competition. (Venue changes year to year) If your team should win the Region II competition you will advance to National competition.

State Cup and Region II information

- **Fees**
 - There is a performance bond fee of \$100 due by November 15th (this date may change each year). This fee is entirely refundable if there are no fines assessed to your team during all competition.
 - There is a Challenge Cup (State Cup) fee (\$300) due by March 1st.
 - There is a Region II fee due when your team advances. This will be communicated by the State Association.
- **Roster**
 - The roster for Region II bound teams is frozen after a certain date (This date is set by the State Registrar). No changes can be made to the roster after this set date. This roster is referred to as the **BLUE** roster.
 - You are not allowed to take any players to any of the Challenge Cup or Region II games that are not listed on your blue roster. If you should need to pick up players from another team for Regionals, he/she will have to be placed on your team roster as a permanent player and he/she will remain on your roster for the remainder of the season. The player's original team will have to guest play that player back for the remainder of the season.

Olympic Development Program

The purpose of ODP is to identify a pool of players in each age group from which a National Team will be selected for international competition; to provide high-level training to benefit and enhance the development of players at all levels; and through the use of carefully selected and licensed coaches, to develop a mechanism for the exchange of ideas and curriculum to improve all levels of coaching. Players chosen for the SD Select ODP Teams will participate in further state team training, tournaments, and regional ODP events in July.

Who is Eligible? ODP is for competitive soccer players born in specific years.

Where are the Tryouts? Indoor tryouts for ODP are scheduled in several locations in South Dakota, to make it as easy as possible for you to attend. Presently ODP is in the rebuilding stages. More information is available at www.sdodp.com.