

**This guide is an addition to the master coach's manual, specifically written for Managers.**

## **PAGE 8 – Coach's Manual**

### **DUTIES OF A NDUFC TEAM MANAGER**

All NDUFC Competitive Team Managers have essentially the same responsibilities. There are some minor differences between some league affiliations with regards to certification and carding.

The following information is to inform the Manager of the numerous and varied responsibilities required to ensure smooth and orderly operation of a team.

The Manager is responsible for:

- Liaison between the team and the NDUFC for administrative purposes.
- Liaison between the team and the league for administrative purposes.
- Liaison between the team Coach and the team parents.
- Ensuring that all NDUFC policies, regulations, by-laws and objectives are adhered to.
- Conducting the team's affairs in a responsible and organized manner.
- Maintaining and up-to-date record of player's books.
- Identification of and the ability to resolve any breach of rules, by-laws or policies.
- Dedicating personal time and commitment to perform your required duties.
- Responding in a timely fashion to any request for information from the NDUFC Executive.
- Enforcing the NDUFC Code of Ethics and the Policy Manual of Operations.
- Cooperating with the NDUFC Executives, the Club Head Coach, and the Rep Directors
- Maintaining and protecting at all times the integrity of the team and the NDUFC.
- Completing game sheets accurately and ensuring player books are available for each game.
- Manages team finances as per league requirements, and as directed by the coach.
- Keeping sponsors informed of team activities.
- Complete Respect In Sports for Activity Leaders Module.
- Advise team parents of Respect in Sports for Parent Program requirement.

## MANAGER'S – QUICK GUIDE

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### PLAYER & TEAM ROSTER - REGISTRATION

- **FORM** – Each player needs to complete and sign the attached registration form. (current version will be on the NDUFC website)
- **PLAYER BOOK** – Each player needs to have a player book as regulated by the OSA. A wallet size/passport size photo and player signature is required to complete books
- **CLUB TEAM Registration** – Once all the player information and fees are paid, the Club Administrator will validate the team's roster. Individual books are stamped and an official roster is provided by the DRSA.



NDUFC Registration  
2013.pdf

### LEAGUE MEETING (DRSA, CESL, CSL, YRSL, etc.)

1. Meeting to secure your team's registration package.
  2. You will be trained / advised on the management of games – ie. Team Registration, Game Management, Player Management, Online Tools, League E2E system etc.
- **Refer to your league's website, manual, rules & regulations for more information; Print a copy of your league rules from your league website to have with you at the field.**
  - **One representative must attend otherwise a fine is imposed. Sometimes leagues do the Manager's training by Webinar. Club Administrator will advise.**

### BANKING

What you need to do:

1. Book an appointment with TD – Uxbridge or Port Perry.
  2. Need 2 signing officials from your team ie. Coach & Manager
  3. They will set up a TEAM account for your specific birth year. ie. North Durham United FC 1999 Boys
  4. Returning Teams may already have bank account set up from previous season.
  5. They will provide cheques and deposit book for your use throughout the season.
  6. Secure your funds from NDUFC Admin to manage referee fees as needed. See league website for Referee fee amounts under Rules section see Game Day section. Depending on your league, Referee fees may be paid as part of your league fees or billed directly by the league to the Club so individual teams may not have to manage Referee payments.
- Submit a requisition for funds with the detailed calculation for your team. (via an email note or form from Club administrator)

7. Tournament fees are provided directly from the Club Administrator once Tournament is secured and approved by both CLUB and DRSA officials. See Tournaments
8. Team Bond is now part of Player Registration Fees so teams are no longer required to have a minimum bank balance of \$200.
9. Reconciliation of Team Accounts at the end of season – by October 31 – to Club and Parents.
  - Use Team Finance Report form (see NDUFC website for form)

### **FUNDRAISING/TEAM EXPENSES**

1. This is at the discretion of the individual teams, as approved by Club. ( to help cover team party, etc)
2. It is ideal to look to another parent volunteer to manage the fundraising task, if possible.
3. In conjunction with Team Head Coach, complete a Team Budge to determine your Team Expenses that will be covered by parents or through team fundraising. See NDUFC website for Team Financial Report Form.
4. Items to consider for team expenses:
  - Extra Team Apparel (will this be covered by the team or by parents)
  - Extra Team Equipment not provided by Club (travelling team bench, tent, practice ball/game ball upgrades)
  - Team Parties
  - Team Building Functions
  - Practice Facility Rentals
  - Extra Tournament Fees (if your team is entering extra tournaments beyond what is covered by the Club)

### **TEAM UNIFORMS / APPAREL / EQUIPMENT**

1. The basic uniform is provided by the Club as part of your registration fee. Each player will receive 2 pairs of black socks, one pair of shorts, one gold jersey, one red jersey and a ball. These the players can keep.
2. Additional apparel is available, through club vendors at an additional cost. Each team can decide how they want to approach purchasing additional apparel. Guidelines for apparel are:
  - Must be black in colour;
  - Pin striping is allowed, and should be white or gold in colour;
  - Colour accent stripes are allowed but should be gold in colour;
  - Jackets must have the official NDUFC logo (supplied by the club) on the back or left chest or both;
  - Warm-up suits can be nylon or polyester/cotton;
  - Jackets can be either hoodies or regular collar;
  - Player numbers can be added to the jacket and/or pants;
  - Player first names can be added to the jackets for players on teams U12 and younger; player first OR last name can be added to the jackets for players on teams U13 and older;
  - No nicknames or logos can be added to the warm-up or practice uniforms;
  - Additional sponsors can be added at the request of the coach;
  - All coaches need the approval of the board

- Soccer X will be the Club's official supplier. A Club portal will be set up for purchasing additional team gear and spirit wear. Their website is [www.soccerx.com](http://www.soccerx.com).
  - Club Vendors that have the Club Logo: SoccerX (please see Club Administrator for ordering options), Jim's Enterprises Corp-The Embroidery Place (Port Perry), Pineridge Impress (Port Perry), L&M Taylor Soccer (Whitby).
3. Each team will have a supply of balls, pinnies, corner flags, and small pump. Must be requested from Club Administrator & subject to board approval.

## GAME DAY

- **Ensure players arrive at minimum 30 minutes before each game.**

### What you need:

1. Game Sheet – (filled in with all player and coaches names, team number, player book numbers etc. signed by coaches & manager in attendance prior to handing in to referee (15 min before) – some leagues require multiple copies – check your league rules and make sure you know how many you need.
2. Player Books – the opposing team can request to inspect your player's books, you will be fined if they are unavailable or if some are missing – like call-up players – and the player will not be allowed to play that game. Some leagues have mandatory book checks 15 minutes prior to kick off.
3. U13 and Older teams - DRSL pays Referee fees directly and bills the Club so no money is exchanged at the field. If your team plays in another league, you may still be required to pay the Referees in cash at the field (either 100% for home games or 50% every game). Please check your league rules and request appropriate payment for games from NDUFC Administrator.
4. Alternate Jerseys available for HOME games, have players prepared to change on field, if necessary.
5. Home Games, you are responsible for corner flags and game ball.
6. Inclement Weather / Weather related field closures – Unless told otherwise by your league (usually by email before 4:00 pm on game day either directly to team officials or through the NDUFC Club Administrator) all teams must arrive for their scheduled games. Failure to show will result in your team being fined. Please check your league rules for specifics. You can also check your league website and the opposing team's website for any posted updates. If in doubt, you can contact the NDUFC Club Administrator by phone (NDUFC cellular number posted on NDUFC website).

In the case of lightning at game time, the game will either be cancelled or postponed at the field by the referee. If you are postponed, please have all players wait in their vehicles until play resumes or referee cancels the game.

**Please stress to your parents that all games proceed unless advised otherwise and to always check for emails prior to leaving for the field.**

7. Referee No Shows – please contact the NDUFC Club Administrator for direction for Home Games.
8. Field Lights – If playing a home game where field lighting is required, it is a good idea to email the NDUFC Club administrator a reminder early on game day that you are playing that evening. If nobody

shows up to turn on the lights at the field, please contact the NDUFC Club Administrator (cellular number available on the NDUFC website).

#### Post Game – What you need to DO:

1. Collect your signed game sheet returned to you from referee \*\*\* (1 sheet from both teams). For U13 and older teams, check game sheet at field to ensure score, yellow or red cards and goal scorers have been recorded correctly by the referee. Request changes as required.
2. For U8-U12 teams, the home team will submit the game sheet to the DRSA via email, scan or by simply taking a photo within 24 hours of game time OR your team will be fined.
3. For U13 and older teams, update scores AND player information on league website. (ie. CESL, CSL, YRSL).
4. This must be done online on league E2E website within 24 hours of game time OR your team will be fined.
5. If HOME game – you may have to mail in master game sheet (depends on league, sometimes the referees send it in for you). Check your league rules.

#### **FESTIVALS / TOURNAMENTS**

##### How to book a festival or tournament:

Source available sanctioned festivals or tournaments from the OSA website <http://ctms.ontariosoccer.net/>.

##### Tournament Directory (Click Twice)

##### List of sanctioned Festivals and Tournaments in Ontario

- Select tournament directory again
  - Register (new user) or login to the CTMS (Competition and Travel Management System) but you can also browse the listings without signing in
  - Use dropdown boxes to refine your search. You do not need to fill in all of the boxes to search
1. Apply for your festival or tournament that you want to attend by clicking on the website link in the tournament/festival listing and follow the tournament instructions for the application form and roster details as required
    - Once completed, forward application to NDUFC Club Administrator for approval and processing of payment to the festival/tournament organizer. Please include the amount of the tournament entry fee, mailing address of the festival/tournament and deadline date.
  2. For U8 teams, traveling is not allowed and you must therefore attend festivals within the Durham region. For U9 and older teams, if this is an out of region festival/tournament, an additional form is required. An APPLICATION TO TRAVEL (ATF) must be submitted for approval by the NDUFC Club Administrator and the DRSA. This is done through the CTMS system by clicking on the festival or tournament that you are

applying to and completing the ATF which is submitted electronically. Double check your ATF before submitting as it will be rejected by the DRSA if there are mistakes or missing info. Make sure that any fields that were populated by the system are correct (eg., in the field for City, if the system fills in as various fields in Niagara Falls and you don't change the entry to Niagara Falls, it will be rejected by the DRSA and you will have to resubmit the ATF.

3. Once approved, you will receive notification by email and the approved ATF will be available on the CTMS system and must be submitted to the festival or tournament organizer. (Instructions will be on the festival/tournament website)
4. Please allow a minimum of 2 to 4 weeks to process. Make sure to apply early to meet the festival/tournament application deadline.
5. At least 2 festivals for U8-U12 teams are covered by NDUFC. For U8-U10 teams, \$500 is provided and for U11-U12 teams, \$700.00 is provided.
6. 2 tournaments for U13 to U18 are covered by NDUFC up to \$900 total. Any additional tournaments must be covered by the team.

#### If Call-Ups are required to fill your tournament Roster:

1. Players used for call-ups must be registered with NDUFC in a lower division OR registered with one of the houseleague groups from Uxbridge, Scugog or Brock.
2. Players from houseleague will require an UPDATED player book.  
NOTE: call up players can ONLY play 6 games MAXIMUM throughout the season (does not include tournaments)

#### On Tournament Weekend:

1. Manager will be informed of tournament requirements by email from the tournament organizers or available on their tournament website. It is helpful to put together a tournament weekend folder (waterproof) containing your tournament registration information, approved ATF, tournament roster, game sheets, field map(s), and player books so that you have everything together for registration and games.
2. Manager will likely pre-register team (night before or early morning)
3. Manager to secure wrist bands for each player and official (if applicable for that tournament)
4. Bring books, roster sheet, game sheets, as required.
5. Send parent communication – game schedule, maps of field, car pool, phone list

#### **TEAM MANAGEMENT:**

#### **TEAM COMMUNICATION**

1. Secure Game & Practice Schedule – from league (games) and club (outdoor field assignments)
2. Prepare a team calendar (May – Sept) – highlights games, practices, tournaments, picture day, etc. (update regularly) – Can use Google Calendar and have it posted on the NDUFC website.
3. Team Contact List – Player, #, parents, phone #s, email addresses

- Weekly Bulletin via EMAIL– good idea to do weekly updates listing dates, times, locations of practices and location of games, plus any other details the players may need to know (ie alternate jerseys, etc)
- Prepare an EMAIL group and even a BBM group – if you have enough members to connect this way
- Some leagues (YRSL) teams have websites, similar to Facebook to keep track of schedules, players etc.
- 4. Keep a Team List Form – when asking parents about various items you can then just check it off
- **See attached templates for - Team Contact List**



NDUFC Team List -  
templates.xls

5. Smart Phone Apps such as Team Snap can be helpful for communicating with your team regarding schedules, location maps etc. These apps have both an email function as well as an Instant Message function to aid with communication with players and parents. Some functions are free while others require a monthly or yearly fee. Individual teams would be required to pay any additional costs out of their team budget/fundraising.

## VACATION SCHEDULE

1. Request from the parents known vacation time off
2. Have each player confirm one week prior to game at minimum if they will be absent.
3. Maintain a calendar to determine if call-ups are required
4. If you cannot field a team you will be fined by the league. Please ensure this is not the case.
- **Create a calendar or use attached template**



vacation schedule  
template.xlsx

## END OF SEASON – Return to Club

1. Return any unused referee fees to the club
2. Complete Team Financial Report Form (form found on website)
3. Return - bank books, atm cards, cheques
4. Return player books
5. Club equipment – game ball, first aid kits, etc.

## OTHER ITEMS - for Consideration for your Team

- Team Party
- Apparel