



NAPLES YOUTH SOCCER CLUB (NYSC) TEAM COORDINATOR GUIDELINES

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INTRODUCTION

The purpose of this booklet is to provide team coordinators with a number of basic guidelines to help their individual soccer teams run smoothly and efficiently. These are guidelines - not hard and fast rules that you have to adhere to. We realize that each soccer team is run differently depending on your coach, team coordinator and makeup of team parents. Our hope is that you use this booklet as a starting point in managing your soccer team, and as the year progresses, you are able to individualize the way that you run your team.

ROLES

One of the keys to a team's success is how well it is organized. Keep in mind that your team is an organization and everyone on that team has an important role to play. The head of the organization or team is the **coach**. He/She has to report to an internal board of directors (the parents), an external board (the club) and deals with competing enterprises (other teams) in a business association (leagues and tournaments). The coach makes the decisions regarding player selection, assistants, team rules and playing time. The coach is also responsible for team conduct and is the club's ambassador to others. The **soccer player** has an important role to fulfill as well. He/She must abide by the FYSA Code of Ethics that includes displaying good sportsmanship and proper respect toward others on the field. The soccer player needs to make a concerted effort to be at all practices and games with all appropriate playing equipment because each player is an important link of the team. The **team parents** are also crucial to the total organization of the soccer team. Team parents should demonstrate positive support for all players, coaches, game officials and administrators at all times and also assist the team coordinator in carrying out all of the duties that allow the team to be organized and therefore successful. One of the team parents needs to fulfill the **team coordinator** responsibility. The team coordinator provides administrative support for the team.

THE TEAM COORDINATOR

The team coordinator serves as the general manager for the team organization, coordinating all of the tasks that need to be done throughout the soccer season. Probably the first lesson that you will learn when you take over the team coordinator position is that having a good communications link with coaches, team parents and players is paramount. A team coordinator who communicates often with his/her coach, team parents and players keeps the team happy and informed!! A basic orientation for the team coordinator is to attend the Team Coordinator Meeting that the Naples Youth Soccer Club hosts usually at the end of August. Also a team coordinator should familiarize himself/herself with the rules and regulations of the Florida Youth Soccer Association (FYSA). Checking the www.fysa.com website will provide information on schedules and deadlines, contact information, codes of conduct, region cup, state cup, tournaments, field locations and more. A team coordinator should always keep all of the paperwork that is accumulated during the season in an organized manner just in case it needs to be referred to sometime during the season.

RESPONSIBILITIES OF THE TEAM COORDINATOR

When the NYSC decides who the coach will be and a parent steps forward into the team coordinator position, these two individuals should set up a meeting to discuss the roles that each will play on the team, what kind of support the coach expects from his/her team coordinator and what's ahead for the upcoming season. Even if the coach and team coordinator have held their positions for a while, it is a good idea to begin the season with a meeting to discuss what's ahead.

Many responsibilities fall into the lap of the team coordinator. We will discuss each one more in depth later.

- Create and distribute a team roster
- Schedule team meetings in conjunction with the coach
- Communicate with the club, coach, team parents and players
- Register for tournaments
- Make hotel arrangements for tournaments and away games
- Manage your team's treasury
- Encourage participation in club fundraisers
- Manage the team's fundraisers
- Organize an end of the year party

An important decision that the team coordinator needs to make before the season even begins is who will be responsible for the duties that are listed above. The team coordinator may choose to perform all of the duties or more realistically, the team coordinator may decide to delegate out some or all of the duties to other team parents. The main purpose of delegating duties out to others is not only to take the burden of all of the administrative responsibilities off of one person, but also to create opportunities for all of the team parents to participate and be involved with the team.

COMMUNICATION

When you look at the responsibilities that a team coordinator has, you will notice that most of them fall under the huge umbrella of communication. As a team coordinator, you will need to decide how you want to communicate with your team families – by phone, e-mail or handouts. You will find over the course of the season, you will need to do all three. Most team coordinators seem to streamline the huge communication responsibility by the use of e-mail as their main method of “talking” to their team families. The main reason is that it saves time by being able to talk to several families at once. You don’t want to lose the personal touch with your families though, so it’s a good idea to occasionally call and stay in closer contact. You may also use the phone tree method where other team parents would assist in calling so that all of the team families are contacted.

CREATE AND DISTRIBUTE THE TEAM ROSTER

After soccer tryouts are complete, the coach should provide the team coordinator with the players who made the team along with their phone numbers. The team coordinator should call all of the families where he/she doesn’t have the information that’s listed below. These families are usually the ones who are new to your soccer team. Don’t forget to welcome them to the Naples Sharks family!

- (1) Gather the following information from coach(es) and team families:
 - a. Team member name
 - b. Parents names
 - c. Home address
 - d. Home phone number
 - e. Cell phone numbers (team players and parents)
 - f. Work phone numbers
 - g. E-mail addresses (team players and parents)
 - h. Jersey Player number for each team member

- (2) Compile the information on a computer program such as Microsoft Excel and print when complete.
- (3) Distribute the completed team roster to all of your team families.
- (4) Update the team roster after making any changes to the form and redistribute to the team.

The team coordinator should always carry the team roster at all times when going to any soccer event. There may be times when a team family needs to be called and a team roster would be very handy to have available. You can have the team roster laminated (in various sizes) and distribute it to your team families. Also the team coordinator should carry copies of the team players' birth certificates, player cards and medical release forms in case they are needed at a game or tournament. The coach or the team coordinator should carry a first aid kit in case of player injury or exhaustion.

FIRST TEAM MEETING

As mentioned earlier, one of the first items of business is for the coach and team coordinator to meet to discuss the upcoming season. A good time to make this happen would be when the team is beginning practice sessions to get ready for the season to begin. The coach needs to work with his/her team coordinator to decide how the team will operate over the coming year. Once the coach and team coordinator come to a joint decision on how they will both function in their individual roles with the team, the coach or team coordinator should schedule the first team meeting.

This is a sample agenda of what the coach and/or team coordinator should cover at the first team meeting:

- Welcome everyone, especially new team families
- Team roster – distribute and ask if any corrections need to be made
- Registration of the team – discuss the cost per player, when and where the registration will take place.
- Give the total registration fee and how that total fee is broken down.
- Availability of scholarship money for those who may have financial issues.
- FYSA Code of Ethics – distribute and discuss.
- Coaching philosophy.
- Practice schedule with dates and locations.
- Schedule for technical training.
- Game schedule with dates and locations (if possible).
- Tournament schedule with dates and locations (if possible).
- Needed equipment for the team as a whole or individually (tent, first aid kit, soccer ball/bag, warm up outfits)

Team uniform
Upcoming Club events (Fall Soccer Showcase, Club fundraisers)
Assign duties to other team parents (optional, but encouraged)
Team budget
Team fundraising

ACT AS A LIAISON BETWEEN THE NAPLES YOUTH SOCCER CLUB (NYSC) AND YOUR TEAM FAMILIES

- (1) Make sure your team families are familiar with the NYSC website: www.naplessoccer.com. The website includes information about schedules, Board of Directors, upcoming NYSC events, individual teams and coaches, links to other related websites, etc.
- (2) Relay all necessary information from the staff, usually the Club Administrators, of the Naples Youth Soccer Club (NYSC) to your team families including:
 - a. Registration
 - b. Team uniform
 - c. Team practice schedules and locations
 - d. Administrative matters
 - e. NYSC events
 - f. NYSC fundraisers
 - g. NYSC community service projects
 - h. Available scholarship money
- (3) Work closely with the Club's Board of Directors and Administrator. The NYSC Administrators and Registrar are a great source of information.

ACT AS LIAISON BETWEEN THE TEAM COACH(ES) AND TEAM FAMILIES

- (1) Relay all necessary information from the team coach(es) to the team families including:
 - a. Team tryouts - dates, times and location
 - b. Team practices and games - dates, times, locations, directions, times to be at field
 - c. Cancellation of practices and games

- d. Team meetings
 - e. Tournaments
 - f. Team and coaching information
- (2) Occasionally a team parent may come to you with a team problem, usually of a sensitive nature, that they would like for you to discuss with the coach. Relay as best you can the problem and perhaps help the coach come up with a workable solution for all involved.
 - (3) The Coaching Coordinator for the NYSC is also a valuable resource to help resolve team issues.

REGISTER FOR TOURNAMENTS

- (1) Check with the coach as to which tournaments your team will be playing in during the season.
- (2) Contact the NYSC Administrator/Registrar to get the complete team roster. Note that many tournaments require specific types of rosters.
- (3) Find out the website for each of the tournaments and usually you can register your team online by including the following pieces of information: team name, age group, team code, club affiliation, uniform colors, team record, recent tournament results, head coach information and contact person information. If you can't register your team online, download the application and complete the application with the information above.
- (4) Send the registration fee (and application if you didn't register online) to the indicated person at his/her address.
- (5) Once a team is registered, the tournament staff usually sends the contact person a packet with all necessary tournament information. Distribute all of the necessary paperwork to the coach.

MAKE HOTEL ARRANGEMENTS FOR TOURNAMENTS AND AWAY GAMES

- (1) When the coach provides you with the team's soccer schedule and the tournaments that the team will be playing in, begin searching the internet for hotel information close to the soccer fields where the team will be playing. Make a

concerted effort to choose a hotel with acceptable accommodations at a reasonable price (at the first parent meeting, get some guidance from your team parents as to an acceptable price and hotel rating). Your soccer families may have limited budgets – be sensitive to everyone’s financial situation.

- (2) Begin calling the hotels for all away games and tournaments. Specifically ask for the group sales contact at the hotel since you will be interested in a discount hotel rate for a large group. Reserve a block of rooms for each of your players and coach(es) if necessary. Make sure you indicate what type of rooms you want – rooms with double beds and hopefully non-smoking rooms. Encourage room sharing if possible. Do not reserve the rooms under your credit card number. Agree with the hotel clerk on a deadline date when each soccer family will call the hotel to provide their own personal credit card number or else they will forfeit their room reservation by the deadline date.
- (3) Notify your team families via e-mail and/or flier with the hotel name, address, phone number, contact person, website, directions and deadline date for giving their credit card information. Make sure each family understands that if they don’t call by the deadline date, they won’t have a room reserved for their family. Utilize a website that will provide maps and directions for your team families and either forward via e-mail or print out the information and distribute to them.
- (4) Remind your team families via e-mail and/or phone when the deadline approaches. Also include a reminder about appropriate behavior for your team players during their hotel stay.
- (5) Be sure to keep a record of all of your hotel information, especially the hotel confirmation information.

MANAGE THE TEAM’S TREASURY

- (1) At the first Parent Meeting, ask for a parent volunteer to take the Treasurer position.
- (2) Create a budget for your team’s finances for the season indicating the sources of income and expenditures.
- (3) Open a team account at a local bank or have the NYSC Administrator keep track of your team’s treasury and provide checks when needed.
- (4) Keep a running ledger of money coming in and going out. Money coming in should be from fundraising, the team sponsorship percentage, etc. Money going out would be the tournament registration fees, coaches’ reimbursements, etc.

NAPLES YOUTH SOCCER CLUB FUNDRAISING

- (1) Promote the team's participation in the NYSC Sponsorship Drive by distributing the sponsorship forms to your team families as soon as you receive them. Let them know the deadline for the fundraising collection, which is usually at the Fall Showcase event. There are 3 levels of sponsorship opportunities: Club Sponsor, Team Sponsor and Club Directory Advertisers.
- (2) Relay to your team families, especially the players, how the sponsorship program works. The organization or individual donates funds to the Club for a particular team. Although the donation is 100% tax deductible to the sponsor, 40% goes into the Club's general fund to help defer costs and fund special programs (e.g. the NYSC scholarship program). The remaining 60% goes directly to the team and helps cover team expenses. Once your team has raised \$2000, your team will be able to keep 100% of additional funds raised.

TEAM FUNDRAISING

- (1) At the first team meeting at the beginning of the soccer season be sure to decide as a team:
 - a. How much money the team will need to fundraise for the season to cover the registration fees for tournaments (registration fees for Region and State Cups are covered by the NYSC), reimbursements for coaches' travel, hotel, food expenses, etc.
 - b. Decide how many fundraisers the team should hold during the season.
 - c. Choose which fundraisers your team would like to do and the dates they will be held.
 - d. Request that 2 parents volunteer to be in charge of each fundraiser.
- (2) Make sure the fundraising organizers are doing all of the necessary tasks on time (i.e. sometimes you might need a permit for your fundraiser)
- (3) Team Coordinator or Fundraising Organizers should notify the team families with the expectations of the fundraising event including: the date, time, expected attendance, expected fundraising dollar amount per player.
- (4) On the fundraiser day, make sure the players are all participating and the money is being handled responsibly.

- (5) Have 2 people count the money and give the funds to the Treasurer. Make sure payment is given for any services rendered. The Treasurer needs to take into account which players participated and distribute the profit earned amongst those players unless another agreement was previously made.
- (6) Once the fundraisers are complete, the Team Coordinator may discover that funds are short and another fundraiser is necessary. Begin the organizational fundraising process again.

END OF THE YEAR GATHERING

- (1) Schedule an end of the year party for all of your team families to honor your coach(es), parents and players. This event brings finality to the season and it gives everyone an opportunity to thank all those who worked so hard during the season. You could hold the end of the year party in conjunction with/or separate from the Spring Annual Banquet that is usually held in May.
- (2) As early as possible, collect money from your team families to honor the coach(es) with a gift. Perhaps a team photo attached to an engraved plaque or a gift certificate would be appropriate gifts.
- (3) **Celebrate the season!!**

GENERAL CALENDAR

Tryouts	June
Registration	June
Summer down time (rest, you'll need it)	
Pre-season meetings	August
TC, head coaches and administrator	
Individual team meetings	
Fundraising through sponsorships	August-October
League play	
League schedule development	August or October
Contacts with opposing teams re: games, scrimmages	Thru the end of the season
Tournaments	Varies
Fall soccer showcase	September
Spring annual banquet	May

Hopefully this guideline booklet covers most of the information that you will need to be a successful team coordinator. Over the course of the season, if there are other duties that would be helpful to add to this booklet, please let the Club President know and we will revise it. Just remember to communicate, communicate, communicate – if you do that, everyone on your team will think you are the best team coordinator ever!!!! Just remember to e-mail, stay organized and have a great soccer season!!!!

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