



# Team Manager Handbook

Thank you for volunteering to be a Team Manager! As a team manager, you play a vital role for Mukilteo Youth Soccer Club/Mukilteo FC and your team. A good team manager will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates. The job requires time and organization, but primarily requires a positive attitude and a desire to help give our kids a good experience in competitive soccer. You will play a vital role in helping the club carry out our mission.

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# The Role of Manager

As a Team Manager, your primary role is to function as the team administrator and communicator. You act as a liaison between the coach, parents, players and the Club on NON-COACHING related issues. Please direct any questions or concerns regarding playing time, positions, and on the field issues to the coach. As a team manager and a parent volunteer it is not your responsibility to answer these questions. It is important that you are a positive advocate for your coach, your team and your club. Others will look to you as an example of how to behave on the sidelines and represent our club in the community. The example you set will influence the dynamic and atmosphere of the team throughout the season.

## Team Manager Tasks and Duties:

### 1. Compliance Requirements

- Complete US Club Administrator compliance items as directed each year (requirements vary yearly, but may include background checks, SafeSport online course, concussion online course, sudden cardiac arrest online course)

### 2. Team Administration

- Keep team schedule up to date on "Team App" including details on locations, arrival times, what to wear, etc.
- Send communications to the team as directed by the coach
- Collect paperwork for Team Binder (signed medical release forms, signed player/parent code of conduct)
- Bring Team Binder to All Games
- Manage roster in GotSport (or similar program used by your respective league) & ensure all players have photo uploaded for player cards
- Bring Player Cards to All Games

### 3. Registering team for tournaments

- Coach will provide list of tournaments
- Register and pay via the respective tournament websites
- Monitor communication from tournament directors, rules and schedules
- Communicate schedules to team

### 4. League Play Administrative Responsibilities

- Check websites regularly for schedule updates
- Stay up to date on league rules and communication from your respective league
- Print game day rosters as directed by the league on game day
- Report scores as directed by the league after games

### 5. Miscellaneous

- Coordinate team travel logistics for out of town tournaments
- Help manage sideline behavior and set a positive example for other parents
- Attend all scheduled manager meetings
- Be familiar with club policies and procedures and league rules

### **Engaging Others in Volunteering: Suggestions for Delegation**

We strongly encourage team managers to engage other parents in helping run their teams by delegating administrative responsibilities. As a manager, it's up to you which responsibilities you wish to delegate. The following are commonly delegated tasks:

- **Social Media Liaison/Photographer** - Submit team content for Mukilteo FC media outlets
- **Social Coordinator** - Coordinates team social events and get-togethers
- **Team App Coordinator** - Keeps Team App up to date
- **Team Canopy** - Brings team canopy to all games
- **Team Bench** - Brings team bench to all games
- **Muk Cup/Turkey Shoot Tournament Liaison** - coordinate field marshals as directed by club
- **Hotel Coordinator** - Coordinates hotel room blocks, transportation, etc. for out of town tournaments
- **First Aid Kit** - Brings first aid kit to all games

## **Club Fundraiser**

As a 501c3 the club relies heavily on a couple of fundraisers and volunteer support to keep our program running and keep registration fees down, and to boost our financial aid fund to ensure that finances are not a barrier to participation in the program. We ask our members to support this fundraising event:

1. Muk Cup/Turkey Shoot Tournaments: All teams participating in these tournaments are required to complete one (4) four hour field marshal shift.

## **Team Fundraisers**

Teams are encouraged to plan and participate in team fundraising events throughout the year to help offset additional tournament fees not already covered by the Club. Teams are welcome to coordinate their own creative ideas such as garage sales, car washes, etc. as long as the following guidelines are met:

### **Promotion:**

- Team specific fundraisers are not club sponsored events, therefore the club cannot send emails or any other correspondence about the fundraiser to members on the team's behalf
- If requested, a one time announcement of the team fundraiser can be posted on the club social media channels
- **THE CLUB CANNOT LEGALLY PROVIDE RECEIPTS FOR TAX WRITE OFFS TO BUSINESSES AND INDIVIDUALS WHO DONATE TO TEAM FUNDRAISERS.**

### **Branding:**

- Use of the Mukilteo FC logo/branding on promotional materials such as flyers and emails must be approved by the Board of Directors ([board@mysc.org](mailto:board@mysc.org))
- All promotional materials must make it clear that the fundraiser benefits an individual team, not the Club
- The Mukilteo FC logo/branding cannot be used on any merchandise or items which are to be sold, auctioned, raffled off, etc. as part of the team fundraiser

### **General Guidelines for Dividing Funds Raised**

Some fundraisers are done on an individual basis in which case funds raised go directly towards the individual who raised them.

For TEAM fundraisers such as Garage Sales, Dine Out Nights, Car Washes, etc. funds are generally split evenly among all families who PARTICIPATED in the fundraiser unless otherwise agreed on by the team.

## **Registering for Tournaments**

The Club will work with your coach to determine which tournaments are the best fit for your team. Each team is allotted three (3) tournaments paid by the Club (This includes WPL's WA Cup Tournament). After the tournament schedule has been finalized and communicated by the coach, the manager should take the following steps:

1. Check the tournament website immediately for the registration deadline
2. Ask your coach which bracket/level the team should be entered in (i.e. bronze, silver, gold)
3. When registering tournaments, enter your team name using the following format:

**Mukilteo FC, B or G for Team Gender, Birth Year, Team Name-Coach**

**a. Example: Mukilteo FC G14 Fierce Panthers - Nowak**

4. Check for details regarding roster/player card requirements, check-in procedures, rules
5. **If the tournament is out of town, confirm if it is a "stay and play" requiring you to book hotels through the tournament hotel coordinator.**

### **Tournament Check-In:**

Most tournaments require you to check in at the field one hour before your first game. Read each tournament's rules to confirm when and where to check in, and what kind of documentation they require.

### **Guesting with other teams:**

Guest play must always be approved by your coach. Before releasing player cards to families on your team, first confirm that the coach has approved for the player to be loaned out.

# The Team Binder

As team manager, you are responsible for assembling the team binder, keeping it updated and ensuring that the binder is brought to all games.

## **Contents:**

- Signed Medical Release forms for each player
- Signed "Code of Conduct" for each player

## **Preparing the Binder:**

- For each player place Medical Release form and Code of Conduct in a page protector
- Arrange the sleeves in alphabetical order by last name

# Player Cards/Administrator Cards

All players are required to have a league sanctioned player card unless otherwise communicated by the league. Player cards should be kept on a ring with the team binder and must be brought to every game.

- The head coach, assistant coaches, and team manager are required to have a card on the ring.
- Cards must be laminated and include a recent photo
- Player Cards for the new season are typically available after August 1
- Last year's player card will suffice until that time

\*\* Always remember to get your player cards from the ref after each game. Your team will NOT be able to play without them.

# League Play

All Mukilteo FC teams play in one of the following leagues for the regular season:

- WPL DEV League
- WPL Copa League
- WPL Classic League
- WPL Super League
- WPL 15U Trapped League
- WPL HS Boys Winter League
- WPL HS Girls Winter League

**The Club covers all registration fees and ref fees associated with these leagues.**

## **Game Day Procedures:**

Game Day procedures, requirements and paperwork vary by league.

Each respective league will communicate game day procedures as we approach the start of the season.

General Game Day Checklist will include:

1. Laminated player cards, administrator cards and coaching cards
2. Team Binder including signed medical release forms and code of conduct for each player
3. Printed roster/game cards

## Season Timelines

The following are examples of the typical season timeline for Mukilteo FC teams. Please keep in mind that schedules may vary slightly depending on the age and level of the team and the league in which they participate.

### **U9-U15**

April: Tryouts, registration

May-June: Training 1 x week for 1.5 hours each, team bonding, summer tournament

July-August: Training 2 x week for 1.5 hours each, team bonding, summer tournament

\*\*U15 Fall League Play starts in August.

September-November: Fall League play, post-season Tournament

December/January: Time off, optional team bonding

February-March: Spring League play, Training 2 x week for 1.5 hours each

April: State Cup

### **Boys U16-U19**

February: Tryouts, registration

May-June: Training 1 x week for 1.5 hours each, team bonding, summer tournament

July-August: Training 2 x week for 1.5 hours each, team bonding, summer tournament

September-November: Fall League play, post-season tournament, State Cup

December-February: Winter League play, Training 2 x week for 1.5 hours each

February-April: School Season (Time off, optional team bonding)

### **Girls U16-U19**

April: Tryouts, registration

May-June: Training 1 x week for 1.5 hours each, team bonding, summer tournament

July-August: Training 2 x week for 1.5 hours each, team bonding, summer tournament

September-November: School Season (Time off, optional team bonding)

December-April: Winter League play, Training 2 x week for 1.5 hours each

May: State Cup

## Uniforms

The club changes uniform kits every year. All players are required to have a full uniform kit and are responsible for ordering it during the open window.

**The current full uniform kit includes:** Navy Jersey, Navy Shorts, Navy Socks, Lime Jersey, Lime Socks, Blue Training Jersey

**Required additional items:** Warm up Pants, Warm up Jacket, Backpack

**What to wear when:**

Training: Blue Training Jersey

Home Games: Lime Jersey, Navy Shorts, Lime Socks (pack Navy jersey if change is required)

Away Games: Navy Jersey, Navy Shorts, Navy Socks (pack Lime jersey if change is required)

**Goalkeepers** are required to have an official Mukilteo FC keeper jersey, but are not required to order field player jerseys if they do not play on the field. If you are unsure if your keeper needs to order a full kit, please ask your coach.

**Uniforms for Late Roster Additions**

If you add a new player to your roster later in the season contact [mysc@mysc.org](mailto:mysc@mysc.org) for uniform order instructions.

**Extra Gear Orders:**

Extra training gear, backpacks, warm-ups etc. can be ordered year round by contacting [mysc@mysc.org](mailto:mysc@mysc.org).

## Mukilteo FC Social Media

Please designate a social media liaison to serve as the point person to promote your team on our social media platforms - Instagram, Facebook, and Twitter (X).

The quickest and easiest way to get media promoted is to post it on your Instagram “story” and tag “mukilteoyouthsoccerclub”, #MUKFCsoccer. We will then share your media on the official Mukilteo Youth Soccer Club story feed.

If teams choose to create their own pages for teams please notify media with Instagram Handle.

Images/Videos of team bonding events, pre/postgame team pics, “buddy”/teammate poses, goal/game highlights, skills, and tricks should be posted to Instagram. Please ensure that these are appropriate photographs.

Images/Videos of more notable moments such as community engagement, tournament championships, etc. should be sent to [media@mysc.org](mailto:media@mysc.org) - with a blurb or description.

Please select a "Player of the Match", with the player's name and number, if possible send a photograph of this player to be posted.



Please send tournament accomplishments within 24 hours of completion of the tournament. Championships are preferred, but “Finalists” can receive promotion if it’s a notable achievement for a particular team.

Larger files can be uploaded to our Google Drive. Please contact Steven at [steven@mysc.org](mailto:steven@mysc.org) for access.

Notes for Instagram posts/shares:

Player name and Year (example: ‘Jessica G12 #, position) is most beneficial in terms of individual player promotion.

Team Name and Year (example: ‘G14 Fierce Panthers’) are most beneficial in terms of team promotion.

Any questions, please contact Mukilteo FC's social media coordinator at [media@mysc.org](mailto:media@mysc.org).

## Useful Websites

### **Club:**

[www.mysc.org](http://www.mysc.org)

### **Governing Organizations:**

US Club Soccer: <https://usclubsoccer.org/>

US Youth Soccer: <https://www.usyouthsoccer.org/>

### **Leagues:**

Washington Premier League - <https://wpl-soccer.com/>

### **Registration System:**

GotSport - <https://home.gotsoccer.com/>

## Useful Forms

The following forms can be found on the Club website

Player/Parent Code of Conduct

Financial Aid Application

Medical Release Form

# Key Contacts

## **Administrative Issues and General Inquires:**

[mysc@mysc.org](mailto:mysc@mysc.org)

425-745-4499

## **Player Cards, Registration Issues, Roster Changes:**

Registrar

[registrar@mysc.org](mailto:registrar@mysc.org)

425-745-4499

## **Club Events and Volunteers:**

[volunteer@mysc.org](mailto:volunteer@mysc.org)

## **Field Scheduling:**

[fields@mysc.org](mailto:fields@mysc.org)

## **Mailing Address:**

PO Box 762

Mukilteo, WA 98275

**Club President:** Steven Bullock, [steven@mysc.org](mailto:steven@mysc.org), [president@mysc.org](mailto:president@mysc.org), [lining@mysc.org](mailto:lining@mysc.org)

**Club Treasurer:** Melissa Peterson, [melissa@mysc.org](mailto:melissa@mysc.org)

**VP of Development:** Eric Christensen, [select@mysc.org](mailto:select@mysc.org), [doc@mysc.org](mailto:doc@mysc.org),  
[development@mysc.org](mailto:development@mysc.org)

**VP of Operations:** Tam Samaras, [tam@mysc.org](mailto:tam@mysc.org)

# Insurance Claims

US Club Soccer offers secondary insurance coverage for players who sustain injuries on the field. If a player is injured on the field, they may be eligible to file a claim for additional coverage for medical expenses not covered by their primary insurance. Claim forms must be submitted within 30 days of the first treatment expense.

For form instructions and claim forms, visit: <https://usclubsoccer.org/claim>

Mukilteo FC is a subsidiary of Mukilteo Youth Soccer Club referred to as “the Club” in this document.