



REP TEAM MANAGER TRAINING

TEAM MANAGER

Guelph Soccer values the volunteers who take time out of their schedules to assist in the overall operations of our Club Teams!

Each team must assign someone to be responsible for the duties of Team Manager

Duties of a Manager include:

- Act as a liaison between the Team and the Club
- Assist the Coach with team account receivables and payables
- Act as a liaison between the Coach and the Parents
- Ensure all Club, SWDSL, WRSL, Ontario Soccer and Canada Soccer rules & regulations, and by-laws are applied
- Perform all administrative duties on behalf of the team



TEAM OFFICIALS REGISTRATION

- Please contact the Club Technical Manager to gain approval of a new Team Official Member
- The new Team Official will be required to complete the Volunteer Screening Process and register in the Ontario Soccer System (Sport Engine)
- Team Officials cannot participate in any Guelph Soccer activity until this process is complete
- Managers are not permitted to sign any forms on behalf of the team or be listed on the roster until completion of the volunteer screening process



VOLUNTEER SCREENING PROCESS

- All Team Officials are required to complete a Volunteer Screening Process that includes:
 - A Police Vulnerable Sector Check (PVSC)
 - Team Official Volunteer Application Form and Waiver

Police Vulnerable Sector Check

- If you are a Guelph resident, you may complete the process online
- Details on how to complete online are included in your Manager Handbook
- If you live outside of the Guelph City limits, you will need to go to your local OPP station or Municipality you reside in to complete your police check
- Please email customerservice@guelphsoccer.ca to receive a volunteer letter so that the processing fee can be waived

Team Official Volunteer Application Form and Waiver

- Every Team Official must complete this form for **each season**
- This can be found on the Guelph Soccer Website under Support Us → Volunteer Opportunities

RISK MANAGEMENT AND EMERGENCY ACTION PLAN

All Team Managers should have a risk management plan:

a) Player Emergency Information

- You should have emergency information on file for each player including:
 - parent/guardian contact info
 - a copy of their health card
 - any medial concerns the player may have



b) Emergency Action Plan

- Each team should have a plan and contact person responsible to deal with emergency situations, keeping the First aid kit updated, etc.

c) Incident Report

- Whenever an injury or incident takes place during a game/practice, an incident report must be filled out and forwarded to the Club Competitive Coordinator

d) Concussion Policy & Return of Play

- All Team Officials are required to review and understand the concussion policy of Canada Soccer
- You can find a list of concussion resources on the Guelph Soccer Website under the Coaching tab
- Making Headway in Soccer is a free online module designed to help you gain knowledge and skills to ensure the safety of your athletes

PLAYER AND TEAM OFFICIAL CARDS

Each rep player and team official require to be registered with the Club and Ontario Soccer

An ID card is required to partake in any exhibition game, Festival/Tournament, or league play

- Player cards are to be updated every 3 years for those under 18 and every 5 years for Officials
- Managers are to confirm all returning player cards are always accounted for
- Managers will send a headshot of a new player to the Competitive Coordinator to create a player card



FACILITIES

Indoor

- All Rep Teams G&B U8-U18 are allotted one practice per week in the Dome for RTP
- **Gyms or additional space is to be booked and paid for by the team directly**
- Gym space can be rented through the School Board's Community Program



Outdoor

- G&B U8's will have one practice per week
- G&B U9's – U18's will be allotted two practice fields a week (one turf and one grass)
- Teams must submit preferred practice day requests by March 1st.
- Requests are not guaranteed due to volume of teams and limits on space



FESTIVALS/TOURNAMENTS

- All teams planning on attending Festivals/Tournaments must submit a Festival/Tournament Authorization Form to the Technical Manager for approval
- This form can be found on the Guelph Soccer website → Club Info → Forms, Documentation & Rules
- Once the form is approved, an 'Application to Travel' (ATF) is required to be completed (will go over in next slide)

- Please contact with the Technical Manager for assistance in determining the most appropriate Festival/Tournament for your team

First on the Turf Tournament

- Hosted by Guelph Soccer ages U9-U18
- A spot is automatically held for all Guelph Soccer teams
- Teams will receive a \$50 discount off registration fee



PERMITS

Call up Players

- U14+ may call up from younger Guelph Soccer Teams (players may only play up a limited number of games depending on League rules)
- Team Coach will approach player's existing Coach to request that the player be permitted to "play up"
- Team Coach and Manager must ensure player has a valid player card and is clear to play

- U8-U12 players are not permitted to be call ups.
- They may call Guelph Soccer House League players up to their team for games
- Manager must send the Club Competitive Coordinator the player's full name, date of birth, and a headshot so a player card can be created
- A \$50 call up fee will be payable to the Club

Player Transfer

- A player wishing to move from one Club to another Club must complete a player transfer form
- Form must be completed by the player and the releasing team
- Must be forwarded to receiving team
- District will remove player from releasing team and add to new team roster
- Player ID card must accompany form



EXHIBITION GAME PERMITS

Exhibition Game Between Two Guelph Teams

- Club Competitive Coordinator must be made aware of exhibition game
- Provide details of game (date, teams involved, start and stop times, format, venue)
- If a referee is required, please put a request in writing via email to Competitive Coordinator

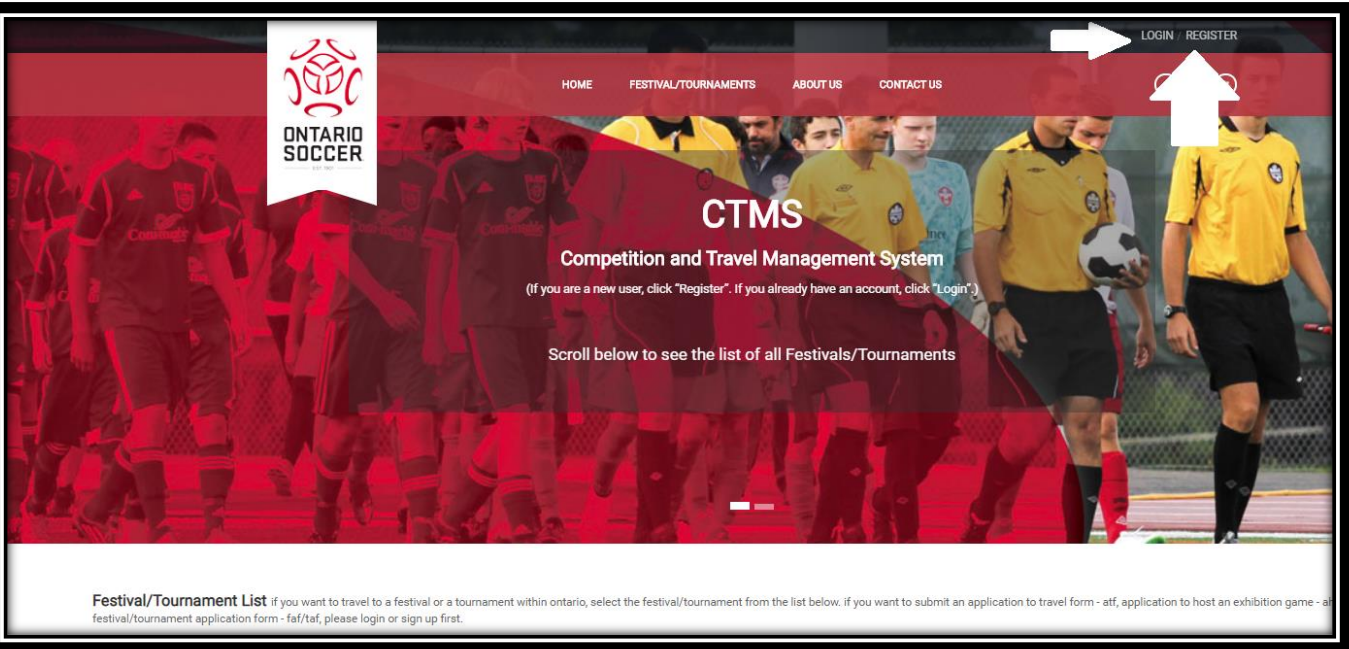
Home/Away Exhibition Game WITHIN District (SWRSA)

- Club Competitive Coordinator must be made aware and give approval of game
- Provide details of game to Competitive Coordinator
- An 'Application to Host Exhibition Game' (AHEG) must be completed through the CTMS website (link provided in handbook)
- The Hosting Club will approve the AHEG on Club end and must be approved by District
- If a referee is required, please email Competitive Coordinator to arrange one

Home/Away Exhibition Game OUTSIDE our District

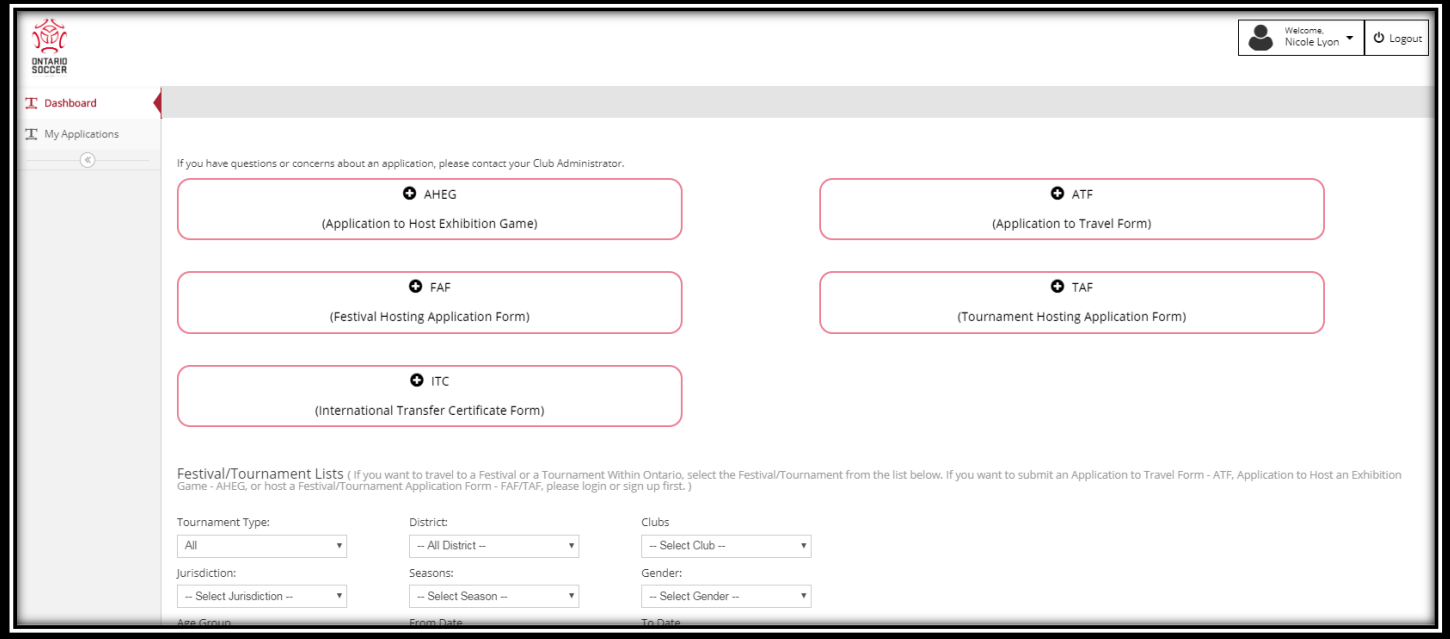
- Home team will submit an 'Application to Host Exhibition Game' (AHEG) through CTMS website
- Away team will submit an 'Application to Travel Form' (ATF) through CTMS website
- Away team must receive a copy of the AHEG from home team to include in their ATF application
- Competitive Coordinator should always be made aware of prior to application and notified if a referee is required for home games

If your application has not been approved, your team is not to participate



CTMS ONTARIO SOCCER APPLICATION WEBSITE

ctms.ontariosoccer.net




GAME SHEETS

- A game sheet will be required for every single exhibition game, league game or Festival/Tournament game
- Team Officials are responsible for ensuring sheets are filled out completely and correctly
- Game sheets are available through your League website
- Ensure all players and staff are properly listed on game sheet

****Failure to fully and correctly complete a game sheet, may result in a league fine in which your team will be responsible for****

12/20/2018 Game Sheet

 **South-West District Soccer League**
Game Sheet For: _____ Date: _____
Dir: _____ Game #: _____
Field: _____ K.O.: _____

Home Team:		Score:		Away Team:		Score:	
#	Player's Name	OSA	Guest	G	Y	R	

Referee Instructions
Upon conclusion of the game, the referee will complete the game sheet and provide each team with their own copy.
Copy 1: Match Official submits game sheet and reports to SWRSLA within 48 hours via Ref Centre
AND Email scanned PDF to gamereports@swsma.ca or
Physical Address: 401 New Dundee Road Kitchener, ON N2P 2N3
Delivery of game sheets in-person can be made at the front desk
Mailing Address: SWRSLA RPO Pioneer Park P.O. Box 00076 Kitchener, ON, N2P 2B4
Copy 2 & 3: Home Team - complete online report within 48 hours at www.swsleague.ca
Away Team - verify online report within 48 hours at www.swsleague.ca
To be completed by the referee:
1. Game delay (if any) caused by: _____
2. Protest lodged before game?: Yes No
If yes by whom: _____
3. Were player cards checked? Yes No
4. Did home team provide 2 goal nets? Yes No
5. Did home team provide 4 legal corner flags? Yes No
6. Did team have correct uniform? (Home team change if there is a clash): Yes No
Referee / OSA #: _____
AR #1 / OSA #: _____
AR #2 / OSA #: _____

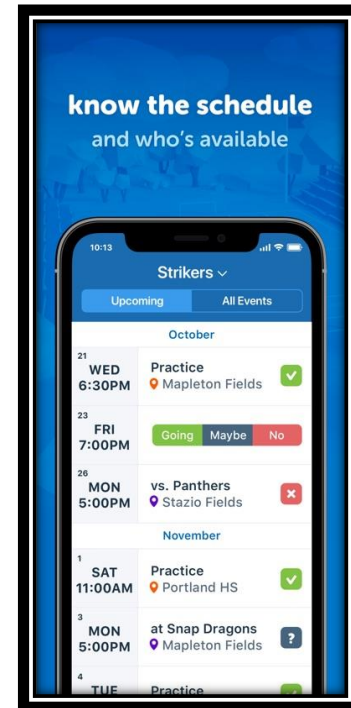
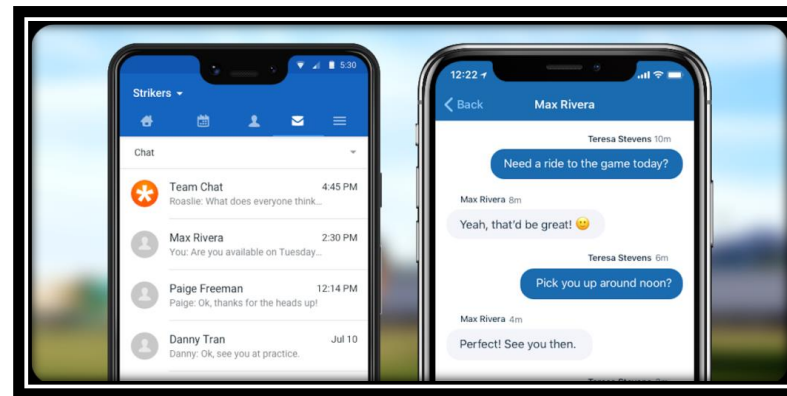
I certify that all the above players are properly registered with the District Association
Initial: _____
Suspended _____
Position Name OSA # Signature

TEAM SNAP

- TeamSnap will be the Club's main form of communication to all Guelph Soccer Rep Teams
- All Teams will have their own account that is married to the master Club account
- Team Managers will be responsible for keeping TeamSnap up to date and active unless noted by Team Coach

Important TeamSnap features include:

- Ability to send mass emails to team
- Calendar of events to show practices, games, etc.
- Monitor player availability for these events
- Direct message/ Group message team through cellular app



TEAM FINANCIALS

Team Bank Account

- Every Guelph Team is to have a team bank account in which the Manager is responsible for
- All team collections will be deposited in this account
- A team cheque will be issued for the payment of invoices, team registration and other various expenses
- A letter provided by the Club is required to open/update a team bank account
- Please email customerservice@guelphsoccer.ca in regards to receiving this letter
 - In the email please include: **Name and full address of Banking Institution, Team Account Name, Signatories**



Team Financials

- The Team Manager should be keeping financial records of the team revenue and expenses for the season
- At the end of the season, the Manager will submit the team financials to the Club by September 30th along with a bank statement