

Team Coordinator Handbook

Thank you for volunteering your time to coordinate the various aspects of running the team activities. Your main responsibilities include, but are not limited to:

Collecting Team Fees

Completing Tournament Applications

Booking Hotel Rooms

Contacting players/parents regarding Schedule Updates

Coordinating team get-togethers

Liaising between team and club

Collecting Pre-season materials

Paying Club Bills

Obtaining Travel Papers

Collecting Team Fees

The team coordinator should open a team account at a local bank, we recommend First National Bank as this is where the Club banks. Contact the Club Treasurer (**Teresa Kenton** tkenton@northcrestcommunity.org or 515-233-6683) in order to get information on acquiring a free-checking account.

Team fees cover the following expenses; tournament application fees, coach's expenses at league and/or tournament games outside of Ames, miscellaneous expenses. Team fees will be collected prior to each season U11 – U14 teams fall and spring, U15 – U19 fall only.

The Director of Coaching (DOC) will set the tournament calendar for the entire year to include fall, winter and spring seasons. The DOC will estimate the team fees for each season based on the tournaments and events at which the team will be participating. The DOC will communicate the amount of team fees to the players and then it is the responsibility of the team coordinator to follow-up and ensures the fees are collected.

If there is money remaining at the end of the season it is recommended that U11 – U14 teams maintain the balance and carry through into the spring season. U15 and older teams should disperse the remaining balance to the team members.

All players on teams other than (U11 Girls, U12 Girls and U12 Boys) will be charged exactly the same fee regardless if they miss a tournament or league game. This applies to mandatory tournaments only. The expenses related to optional tournaments will be divided amongst those players who choose to attend.

All players who play on either the U11 Girls, U12 Girls, or U12 Boys will be assessed the same fee (specific to that particular team) at the start of the season. Due to the fact that players will be encouraged not to participate in all tournaments we will keep track of the actual expenses per player. Any players who have a positive balance will either carry this money through to the next season or will be reimbursed.

Completing Tournament Applications (see agenda)

The DOC will provide you with hard copies or web links to the tournament applications. Enter your contact information as the "Team Manager", "Team Coordinator" or "Tournament Contact". If you need help completing the information then contact the DOC or your respective Head Coach.

The major factor with tournament applications is to check the application deadline and make sure the paperwork is submitted in a timely manner.

Booking Hotel Rooms

The club is trying to create more of a club atmosphere. One of the ways in which we are trying to achieve this is through teams staying at the same hotel when playing in out-of-town tournaments/events. One of the team coordinators will be assigned to make hotel reservations for all teams that are playing in that particular tournament/event.

The coordinators will then communicate the hotel information to their respective team members. It is recommended you give the parents a deadline to either confirm their reservation or cancel their room.

Schedule & Team Updates

The DOC will provide each coordinator with a team roster (attached) that includes all the relevant information including cell phone numbers and email addresses. The Head Coach and team coordinator will make sure that all team members are kept in constant communication regarding team activities. This includes schedules (practice, league, tournament, events), financial information, cancellations etc.

The league website is a valuable resource for schedules, updates, field locations etc.

<http://www.iowasoccer.org/ipsl/>

Coordinating Team Get-togethers

The team coordinator or designated person is strongly encouraged to organize activities away from the field, which will help develop team camaraderie. These activities may include pre-season get-togethers, post season get-togethers, Christmas party, dinners at out-of town tournaments/events.

Liaising Between Team and Club

The club is seriously committed to providing an excellent experience for all its club members. The team coordinator will probably interact with club members much more than club officials. We encourage you to provide feedback to the club representatives such as the DOC and board members.

Collect Pre-Season Materials

At the end of each season you should collect the team book from your respective Head Coach. The book contains copies of birth certificates, medical releases, insurance cards, and player cards.

At the beginning of the fall season you will need to collect the following materials:

- Small photograph for player card (1" x 2") *
- Copy of birth certificate (state certificate, **NOT** hospital) *
- Copy of health insurance card
- Signed medical release (can be downloaded from website "About the Club" then "Forms")

* We will recycle the pictures and birth certificates so only new players to the team need to submit these materials

Prior to the start of the season the Club Registrar/DOC will give you the player cards. Each player must sign their card, then the pictures should be attached to the appropriate place and finally the cards need to be laminated (recommend Staples). Once all the materials and player cards have been collected the book will be given to the Head Coach, as the materials will be needed for all games and practices.

Paying Club Bills

You will be responsible for the payment of invoices that are sent by the club to each team. Invoices will cover expenses such as coaching reimbursement while coaches attend games out of Ames. The coaches are reimbursed for any expenses incurred while traveling to out of town games. Reimbursement includes travel at 35 cents per mile, food and lodging. The coaches will submit their expenses to the DOC who in turn will submit to the Club Treasurer and then will be sent to the team coordinators. The club will bill the team twice each season:

Fall	U11 – U19 teams	October 1 st & November 10 th
Spring	U11 – U14 teams	May 1 st & June 15 th

Obtaining Travel Papers

Any time the team travels out of state we have to file travel papers with the Iowa Soccer Association. The travel papers demonstrate to the hosting organization (club or tournament) that our club/team is in good standing with the State Soccer Association and is approved for travel.

To obtain the travel papers do the following:

- Go to www.iowasoccer.org
- Click on "Resources" (menu item at top of page)
- Click on "Online travel forms and guest player form" (at bottom of page)
- Go to pull down menu and click on "Form 2: Notification of Participation in Another Organization's event"

NOTE: If the team is taking guest players from outside the club then we must also file "Form 3: Verification of Guest Player". Contact the Head coach to verify if guest players from outside the club will be used.

Additional Information

We will conduct two coordinator meetings each year: one prior to the beginning of the fall season (sometime in early August) and the other prior to the start of the spring season (sometime in late January).

If you have any questions or need help please feel free to contact one of the other coordinators, the U11 – U19 Commissioner or the DOC. (Contact information is provided on last page of document).

Thank you for volunteering your time.