



BROOKHAVEN FC

TEAM MANAGER HANDBOOK

BROOKHAVEN FUTBOL CLUB (BFC) Team Managers are the primary interface between parents and coaches. This handbook defines the primary roles and responsibilities of Team Managers and provides important dates/actions required throughout the season. Team Managers are critical for our BFC teams to be successful throughout the year. We appreciate the commitment you are making to BFC and hope you find this information helpful. We always welcome any comments and suggestions.

The manager handles the administrative aspects of team business and is generally the first point of contact for off-the-field issues. Responsibilities should be agreed with the coach after tryouts and generally will include:

Communicating between the coaching staff and the team

Supporting Brookhaven FC policies and activities

Creating the team budget, setting up the team bank account, collecting fees and paying expenses

Maintaining team documentation (team roster, player and parent contact list, player and coach passes, medical releases, game schedule, team website etc.)

Performing league activities (generating match cards, reporting scores, rescheduling games, club passing players etc.)

Preparing the "team binder" and having it at the field for all games and tournaments.

Completing tournament and other applications

Arranging team and coach travel

Helping to chaperone players when out of town

The Team Manager can delegate responsibilities to other team parents, provided the coach is in agreement. There are numerous ways for other parents to be involved which will enrich the team experience for all.



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CLUB CONTACTS

Jon Akin, Executive Director: executivedirector@brookhavenfc.org

Luke Collins, Director of Coaching (DOC): doc@brookhavenfc.org

Melissa Camp, Club Registrar: melissa.a.camp@gmail.com,

Caroline Ford Club Administrator: admin@brookhavenfc.org

Lesley Baradel TM Coordinator: leskent2002@yahoo.com

STATE SOCCER ASSOCIATION PLAYER RULES

Team managers should become familiar with their state soccer association's player rules.

In accordance with Georgia State Soccer Association ("GSSA") rules, once a player has registered with a select team they are committed both financially and contractually. Changes between seasons within the year are generally not permitted. A select player may not transfer from one soccer association to another within a playing year. There are circumstances that permit a player to move from one association to another, however, they are rare and must be approved by their club and state association.

Select soccer begins at the 9U age group. GSSA select program divisions include;

- Academy for 9U, 10U, 11U, 12U
- Athena and Classic for 13U, 14U, 15U, 16U, 17U, 18U, 19U

Select teams with only female players are in the Athena division and boy's teams in the Classic division. Georgia Soccer rules and policies are located on www.georgiasoccer.org under documents.

RISK MANAGEMENT

All new volunteers with Brookhaven FC (coaches, managers, board members, referees, etc.) must complete a Risk Management Profile and submit it to the Club Registrar. Risk Management addresses a number of issues



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which include, but are not limited to, background checks for those involved with youth players, field and game safety, and the protection of the state association and of each member organization and their assets. Georgia



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Soccer requires all coaches, volunteers, trainers, administrators, and staff over 18 years of age to have a background check every 2 years.

Team Managers will receive Georgia Soccer passes each season to stay with the team binder. Once your risk management clears, look for information from the league regarding where you can submit a 1"X1" photo. These items will be needed to process your pass. Do NOT delay in getting these passes processed. They are required!

TRYOUTS

Club assessments (tryouts) are held annually and are open to all players. The team manager should understand and support the assessment process and the selections made by the coach. Each player will be given a fair chance to make any of the teams at the Club.

Assessment dates, times and locations will be publicized in conformance with state association rules. Coaches can also hold additional sessions prior to team declaration to the state.

Players can be added to team rosters during the season provided the state rules are followed.

Brookhaven FC coaches are responsible for selecting their players and are directed to base their decisions on club criteria. There will not always be agreement on player evaluations and selection.

"Acceptance" notifications will be handled by each coach in a manner announced during the tryout process and can be in person, via phone or email.

Coaches will personally contact those players not making their teams within 72 hours of settling on those players who are selected for the team.

In general, players are not allowed to play up in older age groups without DOC approval.

Once players have been selected for a team, the registration process will begin. Communication will come from the Head Coach and/or the club administrator.



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The state will set a declaration date by which each team must be registered and have submitted a request for a division of play and provide any scheduling requests. The coach will provide the necessary information to a club registrar for submission to the state.

Once teams are declared the state Select Committee (e.g. Georgia Soccer Select Committee), teams are assigned to appropriate playing divisions at the start of each season according to the state guidelines.

During tryouts, Team Managers will be involved in helping at the sign-in tent to check-in players and assign numbers. Team Managers will need to add walk-ups to the pre-registered list that will be provided for them at the time of tryouts. All materials needed for tryouts will be provided and waiting at the designated tryout location for your age group by the club administrator. All Team Managers in each age group are asked to kindly assist in this process.

It is important that you meet, and have a face to face with your coach, prior to try-outs to get any additional information your coach might need you to have, as well as give you the opportunity to ask any questions.

PLAYER REGISTRATION AFTER TRYOUTS

Players selected to play will register in the GA Soccer Affinity (ADG) system. The Club Registrar and Club Administrator will send out "Welcome" emails to these families. As part of the registration process, parents will select their preferred payment plan for Club fees. We strongly urge parents/players to make payment via credit card. If parents prefer to make payments via check, please instruct them to mail them to Brookhaven FC.

With the assistance of your Head Coach, create a team roster list (player tryout number, player first and last name, date of birth, email and phone number). Send a copy of this roster to the Club Administrator as soon as possible.

Players should upload a headshot to the GA Soccer Affinity system during the registration process. These headshots will then be transposed to the required player pass.

PRE-ACADEMY, ACADEMY AND SELECT UNIFORMS

Uniforms are ordered through Lloyds Soccer. Team Managers will have access to My Uniform.



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My Uniform is an invitation-based ordering system. Once a Team Manager enters the player's information into the site, the family will receive an email invitation with instructions to access their account and place their order.

Returning players may keep their same uniform and jersey number from the prior year, unless we are in a "new uniform year", which is every two years. They should still be provided an invitation email from My Uniform, so they may order replacement pieces as needed. New players should provide the Team Manager three jersey number choices. The Team Manager may allocate jersey numbers for new players being careful not to duplicate numbers.

The required uniform pieces are displayed on the site. Game uniforms are one black jersey, one gold jersey, black shorts, black socks, gold socks. Practice uniforms are a gray training t-shirt, black shorts and black socks (players may wear their game shorts and socks, or order extra).

Update the player jersey numbers on ADG: Once each player's jersey number is added to the team roster on ADG, they will synchronize and appear on the "Official Match/Roster Game Report" (commonly called the game card, game day roster or match report) that must be printed and brought to each game by the team manager. Georgia Soccer: How to Enter Jersey Numbers on Game Day Roster (located on www.georgiasoccer.org under "documents").

YOUR FIRST TEAM MEETING

The first team meeting should be conducted shortly after the Head Coach has made offers to the team players or shortly after the signing date set forth by Georgia Soccer. Georgia State Soccer Association policy is that coaches can make their offers to players and the players have a specific date by which they must commit to a team (Signing Day).

Coordinate a team meeting date, time and place after Signing Day.

Notify players and parents of the scheduled meeting and create an agenda. Creating an agenda will keep everyone on track and keep the meeting quick, but informative. Practice nights, field location and times and tournaments should be discussed that the first team meeting.

Inform the parents that they must bring the following to the meeting: A copy of the player's birth certificate (not an original), Notarized Club Medical Release Form (found on the BFC website).



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Coordinate a tournament schedule with the coach for the Fall and Spring seasons. Pay special attention to tournament application deadlines.

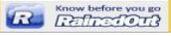
Collect tournament fees in advance since many require payment by credit card. Add the online check-in fee (typically \$20) to the tournament fees (if you do not plan on doing the on-site check in). Split the tournament fees amongst the team.

Create a signup sheet for help. Remember that this is not a job to be done solely by the team manager. You are managing a team, and everyone should be a team player and help!

TEAM COMMUNICATION

The Team Manager is the primary source of communication for all related team and club information and should be the first point of contact for any questions from team parents. Team Snap is relied on heavily to distribute information to everyone at the same time. All team communication and correspondence should come from the Team Manager to the team. This eliminates parents receiving multiple emails and also eliminates any confusion with the teams' schedule and information regarding the season, tournaments, hotels or events for the team. However, there will be instances, such as a last-minute cancellation of practice due to weather, which may require another means of communication.

FIELD STATUS

Brookhaven FC uses Rained Out for inclement weather and field condition notifications. Rained Out is a mobile service and web-based software system, so parents do not need any additional software. The only thing needed is a standard cell phone and web browser with an internet connection. Parents may opt-in to Rained Out alerts from their mobile phone by texting special keywords that designate an organization or group (Brookhaven FC = 84483). You may visit the Brookhaven FC website (www.brookhavenfc.soccer) go to the "Field Information" page and click on the  logo to participate (it is free).

Team Managers will receive a "template email" from the Club Administrator which should be sent to the opponent's Team Manager and Head Coach at the start of each week to confirm the game location, field number, directions, game start time, uniform colors, inclement weather instructions, team contacts.



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If you have an away match, and there is inclement weather, check your phone and email often. When leagues close their fields, team managers and league officers will email all 'Away' opponents to let them know, usually with enough time to catch the teams before they leave for their trip. If it is short notice, they usually will call. If you haven't heard anything and are in doubt, go to your opponent's league website and look for their weather line so you can call to hear any cancellation information yourself. If you can't find that number, call the opposing team's manager.

Know or have available all contact information for away team managers / coaches. In the event that Brookhaven FC fields are closed on a day you are playing at home, please be sure to contact your opponents in plenty of time to prevent their travelling unnecessarily.

CREATING YOUR TEAM BINDER

The Team Binder is very important and should be in the possession of the coach or team manager at all games. Failure to bring the book could result in the team not being permitted to play. A two-inch three ring binder works great. Transparent page protectors and a zip pouch that fits inside the binder are also helpful. It is always best to put the player documents in alphabetical order.

Official team roster: Issued by the state and provided by a club administrator to each team manager. When the roster is received the Team Manager should check that all players are listed correctly including spelling of names; and the birth date on the roster matches the birth certificate and their player pass. Errors should be reported to a club administrator. Make several copies of the official team roster and place them in a page protector within the binder.

Helpful Hint: Create a file folder for the team on your computer. Scan the official team roster and save as a pdf file. This file can then be used for online tournament check-in.

Player Cards: Issued by the state and will be printed by a club administrator for all players on the team as well as the coach and the Team Manager. Each pass must have a picture. In order for a picture to be printed on the pass it must be loaded into the state association's system.

Passes should be laminated for extra protection and hole punched in the upper left corner of the printed front (10 mil weight is ideal and most office supply stores will heat laminate). Cards should be placed in protective



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sleeves (baseball card size) or can be attached to a metal ring and put in a zipper pouch in the binder. Passes are heavily used so need to be protected. It is best to put them in alphabetical order.

The pass for the coach and every player must be available for the official to review before each game. **If a pass is missing for a player, then they will be unable to play.**

Birth Certificates: If the age of a player should be questioned the birth certificate can be verified at the field using the copy in the team book. Keep each certificate in a protective sleeve and on the reverse side put the medical release. The manager can scan each certificate and upload them into the player profile on ADG (same steps as loading pictures for player passes).

Medical Releases Forms: Check that each release is filled out properly and the original is notarized. The Club Medical Release form can be found on the Brookhaven FC website.

PRACTICE TIMES AND LOCATIONS

The coach, in coordination with the DOC, will determine training times and location. We will make this official prior to the pre-season camp. We have to wait to determine what field space we are allocated by the county and Oglethorpe University. This is also determined by the coach's schedule and other responsibilities within the club.

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Pre-Season Camp is designed to prepare the player for the upcoming season. Camp focus is on specialized and tactical training while strengthening team unity. This camp is included in the club fees, there are no additional costs associated with camp. All players are encouraged to attend.

FINANCIAL AID

It is the intent of Brookhaven FC to charge a fee that is reasonable and commensurate with the training and participation provided. It has been one of the guiding principles of Brookhaven FC that no child is denied an opportunity to play due to a financial hardship. Therefore, we have established Financial Assistance Grants for families to help defray the cost of playing soccer at the Club. The applications for assistance as well as the timetable for submission and decision will be available before tryouts for distribution to any interested



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parties. Team managers should inform parents about financial assistance and to obtain the application from the Club Administrator.

The Financial Aid Committee will review the applications for assistance and make recommendations. The grants will apply to payments due after those required at signing. Those receiving grants will be required to provide a certain number of volunteer hours in exchange for financial assistance.

CLUB FEES

Unlike recreational soccer, at this level, commitments are for one year - beginning at the end of June and continuing through the following spring - including any state, regional, or national competitions. It is the policy of Brookhaven FC that, once committing to a team, the player is expected to fulfill their annual financial obligation in full.

Players will be expected to pay certain percentage at signing and then select a payment plan option to pay the remainder of fees. Failure to pay in a timely fashion will result in loss of privilege to play until such time as the account becomes current. In addition, pending financial aid awards do not release the player from the financial obligation. Club fees cover registering with the club, referees, coaching fees and preseason camp.

TEAM FEES

Each player is required to fulfill team fees that are needed for team supplies, tournament fees and travel. This also includes their share of coach's expenses for travel, hotel, and per diem. There are also other team fees that might be in play. The ultimate decision maker on what qualifies as a team fee is the coach.

SETTING A TEAM BUDGET

13U+ Select Teams: All select teams will incur expenses that must be shared among all of the players on the team even if a player does not participate in the team activity, tournament etc. The extent of the expenses will be based on the activities planned for the season. The team manager or treasurer will create the team budget, which will then be shared with the full team to review prior to the start of the season.



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When creating the budget, keep in mind the following budget principles:

Plan to breakeven: There should be no unexpected increase in payments later in year.

Front load the budget: If the team fee is broken into multiple payments, then the first two payments should be higher than the remaining payments.

Keep a positive cashflow: Team fees collected must be sufficient to meet commitments on a monthly basis.

Maintain a contingency for unexpected expenses: This can be accomplished by requiring a minimum balance per player in the account (e.g., \$25 per player).

Team expense items, which should be considered when planning the budget, include:

Tournament and some league registration fees e.g., out-of-state travel

permission

Travel costs for the coach and players when the team is traveling to get her for out of town tournaments; hotel, meals, transportation etc.

Equipment fee for game balls, practice cones, pennies, first aid kit, etc.

Rental fee for indoor facilities in the event of inclement weather

Team administrative expenses; copying, laminating, postage etc.

Purchase of an extra uniform to be used for team guests

Miscellaneous; team socials, team brochure for college showcases, team website fees etc.

It is virtually impossible to come up with an exact budget that the star to fa season. When ~~estimating~~ ^{estimating}, always budget on the high end to avoid asking for more money ~~later~~. If there are excess funds at the end of the season those can be distributed to the players, held in the account, and used to reduce ~~future costs~~ ^{future costs} or put toward an end-of season party, etc.

Once the annual team budget is finalized, divide the total expenses by the number of players on the team. The resulting number is the amount each player will owe as a 'Team Fee'. Every player pays the same Team Fee. If a player cannot attend a tournament, money for the tournament fee is not deducted from that player's team



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fee. All players, by committing to the team, are committing to all activities of the team. Therefore, all families will share in the team expenses equally.

Present the budget at the first team meeting along with payment methods. Some teams collect funds upfront at the beginning of the season while others have a monthly payment option. The team manager, treasurer, and coach will need to work with each financial aid family on the team to determine a payment plan or other funding options for their share of the team fees.

Helpful Hint: Collect funds related to coach and team travel expenses at least two weeks prior to event. The team should have funds in its account to cover any team expenses when traveling. More than one team has found itself in financial trouble when parents failed to pay their share of team fees after an event.

Create a fee schedule for each player based on the budget. The schedule should be updated when player fees are received and when credits are issued for unused funds.

OPENING A TEAM BANK ACCOUNT

Each team may open a bank account. The Team's bank account must be opened in the name of someone on the team or the team year and level (i.e.: BFC2017 Elite Boys, etc.). If the team name on the account is under the Treasurer or Team Manager (TM) name, use their social security number. It is highly recommended to have two signatures on the account.

The account cannot be opened using the BFC Federal Tax ID Number, nor should you apply for your own Federal Tax ID Number. If a team account is already established, follow the bank's guidelines for changing names or adding signatures to the account.

You may want to look for a bank that offers low or no service charges. Some banks charge a lower monthly rate if you do all your banking via ATM. Many banks no longer offer free checking for non-profit organizations without proper documentation. A team may apply for an Employer Identification Number (EIN) by obtaining an SS-4 form from the IRS website, www.irs.gov. Follow the instructions provided with the form to obtain your EIN number for the team. You may use this number to set up a bank account for your team.

You may choose to keep the Treasurer or the Team Manager on the account as the primary user of the account and change the signature cards to avoid setting up a new account each year. Some banks offer an



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inexpensive ~~sat~~ pack that may last for a year or two. Inquire about a debit card for the account as most tournaments now only accept credit card payments at the time of online registration.

GAME SCHEDULES

Game schedules are distributed by GSSA within approximately 1-2 weeks before the first league game (the season typically begins first weekend after Labor Day). There are usually 8-10 games in a regular season with approximately half of those games played "away" in the local metro Atlanta area. On occasion, there may be a game scheduled that requires the team to travel a greater distance. Select schedules and Age Group Coordinators can be found at:
http://www.georgiasoccer.org/schedules/age_group_coordinators/

BLACKOUT DATES

Each team has the option to enter blackout dates per season, if you prefer Sat/Sun, AM/ PM games and Level of Play (Classic I/Athena A, etc.). This is important if the coach is coaching more than one team. If your team is entering a tournament that is in the middle of the season, you would need to block out the tournament dates, so GA Soccer doesn't schedule any regular season games that weekend. All requested blackout dates must be sent to the Club Registrar.

GAME DAY

Prior to game day, go on the GSSA website to download the game card for each weekend. This should be done a few days prior to each game, as many things can change from week to week. To print game cards, go to <http://gs.affinitysoccer.com> and log in.

You will need to have all the player passes and coaches' passes with you for each game, along with the game card. After the game, you will need to input the results, and other game information into the GSSA website within 24 hours of the game ending. If there is any controversy (i.e. cards, forfeits), get your coach to address this with the DOC prior to inputting the information. Be sure to have a notebook with medical releases handy just in case there is an issue, as well as a full contact list for each player's parents/guardian.



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FIELD MAPS

Maps to fields can be found on the Georgia Soccer (GSSA) website or the opposing team coach/manager can be contacted. <http://www.georgiasoccer.org/fieldsearch/>. It is wise to have maps as well as detailed written directions.

CLUB PASS A PLAYER FOR GAME DAY

Georgia Soccer has a Club Pass process that allows a player to play up an age group and/or up in competitive level within the same age group.

Review GSSA Rule 421 to make sure player is eligible to club pass.

- Must be within the same club
- Permitted for all Athena and Classic players, Academy U12 players, and U14 and above recreational players
- No club pass is allowed between Athena, Classic and Recreational programs
- Academy U12 players may only club pass to their club's first or second division team.

The team wanting to use a club pass player must contact the coach or team manager of the player's current team and request that they initiate the process.

Helpful Hint: If a team has more than 18 players, the manager must deactivate players before printing the game card. To deactivate a player, go to the player roster on ADG and uncheck the active box next to the player's name. Add the player back after the game by putting the check back in their box.

PRINTING THE GAME CARD

The Official Match / Roster Game Report, generally referred to as the "game card", must be printed, and brought to the game by the team manager or coach. The game official will complete the game card, both coaches will sign, and one copy will be given to each team at the completion of the game. The Team Manager should retain the game card for the entire season. If the match is contested (e.g. score, cautions, ejections etc.) then the game card will be needed for verification.

A **game card** is the official account of a match, including the score and any misconducts issued, prepared by the referee. The team manager or coach must complete these steps:

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Print two copies of the game card from ADG within 48 hours of the game time, and not earlier as many things can change during the week. **Player names may NOT be handwritten on the game card roster**; however, player jersey numbers can be written.

Take the game cards along with the team book to the game and give the officials the game card copies along with the player passes for team “check in”.

After the game, obtain a copy of the completed game card from the referee. Check that the score is correct, misconducts recorded, and that both coaches have signed along with the referee.

Use the completed game card to enter the results in ADG. Retain the game card.

REPORTING SCORES AFTER EACH GAME

Each team is required to submit their game score and information into the ADG system **within 72 hours of the match** (GSSA Rule 440.2). Mandatory items to input include:

Score, Player yellow cards, Player red cards, Coach send-off

After both teams enter their game information, if there are discrepancies then those will appear in the public view of the schedule and standings as follows:

- ❑ A **red CC** indicates a contested card i.e., each team input different information on cautions and ejections.
- ❑ A **red CS** indicates a contested score. i.e., each team input a different score for the game.

If a discrepancy occurs, the team manager should contact the opponent manager. In most cases this is resolved by one manager correcting their entry in ADG. If agreement cannot be reached by the team managers /coaches or if the 72-hour period is exceeded, then the team will need to contact their AGC. The AGC will require copies of the game card to resolve.

YELLOW CARDS

Rule 732.8 Any player receiving 4 cautions in a playing season will sit out the next scheduled and played game for the team that he/she is rostered to under US Youth Soccer affiliation and competition. Player



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is ineligible for participation in the Georgia Soccer Youth Club Pass System until the suspension is served. Failure to serve the mandatory suspension will result in a forfeiture of any and all games played while the player was ineligible. Additional sanctions to the player or the coach may be assessed by the D&P Committee if deemed appropriate after a hearing.

SUSPENSIONS

Players serving a suspension shall be identified on the game-day roster with an "SUS", an "R," or an indication by the referee showing the suspended player's ineligibility. Any indication of ineligibility marked by the referee must be marked on both teams' game day rosters. The player serving a suspension must be included as one of the maximum number of players allowed on the game card, not as an additional name. 732.5 The referee shall acknowledge the player serving his/her suspension by signing next to the name. The referee should also, as a courtesy, notify the opposing team. 732.6 As Academy teams may play multiple games in a given day, all suspensions for Academy players shall be day specific for that age group, not game specific for that age group.

REQUESTING A PLAYER TRANSFER OR RELEASE

Please contact the Brookhaven FC Registrar and Administrator for all transfers or releases.



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GYSA RULES FOR GAME RESCHEDULES

Please note GYSA's rules on Rescheduling Select Games: (from the GYSA Website). Since the state has made available to all teams the ability to black out specific dates during the season, the Select Committee has decided that all games must be played as scheduled and may not be rescheduled for frivolous reasons (e.g. you're missing one or two players). The only valid reasons for rescheduling games are weather/field conditions, and an inability to put seven players on the field. In the event a game must be rescheduled, the following procedure must be followed:

Within 72 hours after game has been cancelled, home coach contacts visiting coach and selects 2 to 3 dates to play the rescheduled game.

Home coach contacts home field scheduler to get time and field commitment.

Home coach contacts visiting coach to confirm date, time and field location.



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The game MUST be rescheduled within 7 days and played within 14 days of the original date. If the game hasn't been rescheduled within 7 days, the Age Group Coordinator (AGC) will set the game date. BOTH coaches must notify the AGC by e-mail for the game to be declared official. When that happens, the AGC will update the GYSA schedule. If a game is not on the GYSA schedule, it is not a sanctioned GYSA game.

INSTRUCTIONS FOR RESCHEDULING GAMES

Requests for changing a game will only be handled by email. Your request must go through the Brookhaven FC Club Admin.

The following information must be provided about the original game:

- Date, Time and Field of the original game
- Age group and level of the game
- Name of the home team
- Name of the opposing team

The following must be provided about the time to which you want the game moved:

- Preferred date or dates in order of preference
- Preferred time of day

Requests for a game change/reschedule must be made no less than 7 days prior to the originally scheduled date

Requests falling after that time will be subject to a fine equal to the cost of referees plus booking fee rounded up to the nearest five dollars. A team no-show on the day of the scheduled match will incur an additional \$50.00 fine. This cost will be paid by the team to the club.

Referees will not be assigned for late requests until all other games have been assigned. There is no guarantee that referees will be available for games requested late.

For select teams remember that it is your responsibility to get permission from your coordinator or scorekeeper to change the game. Failure to do so can lead to both teams being awarded no points regardless of the outcome of the game.



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Brookhaven FC cannot cater to last minute changes. Referee assigning is done mostly by email, thus the need for a suitable lead-time. Games are assigned a week in advance. Our policy is that once a referee is assigned to a game he will be paid unless there is a rain out. Last minute changes also affect the referees who play, often causing them to have to turn back games that they have already accepted.

TOURNAMENT REGISTRATION AND CHECK-IN

Most tournaments require that you register your team approximately 1-2 months before the tournament takes place. The tournament website will usually explain when the registration deadline is.

Most tournaments are 'Restricted' meaning you have to apply for admission. Tournaments will accept teams that will allow them to create balanced brackets. Most tournament applications will ask for a detailed team history, so the organizers can find similarly skilled opponents.

Tournaments usually have fairly strict rules about what type of paperwork you will need. Most of what you will need will be in your team binder. Tournaments may want some official paperwork ahead of time when you register, while others may just want an online form and a check with everything else due at check in. Read the directions carefully and don't be afraid to ask the Club Administrator for help if you need it.

The tournament cost is set per team, regardless of how many players actually attend. Divide the tournament cost by the number of players on the team. There are a number of ways to collect the fee (checks, PayPal, etc.). Be sure to keep good records of who paid and who attended. This is especially important if you are attending more than one tournament.

Once you collect all of the money from your team, you may follow the tournament instructions on how to pay the fee.

Check the tournament website regularly. At the appropriate date to see if your team has been accepted and to see what other teams you may be facing. You will receive notification when tournament schedules are posted. Make sure to communicate this information with the team as soon as possible.



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Most tournaments require that a team representative check the team in the day before the tournament. Most tournament check-in happens on Friday in the evening. You, or your coach, will need to bring ALL necessary paperwork, usually including red stamped rosters, laminated player passes, multiple copies of the Match Roster (which will be audited and 'approved' during check-in), and medical waivers. Be sure to check the tournament rules for any other information they may require.

TOURNAMENT AND LEAGUE GAMES – COACHES EXPENSES

League Game

In the event that a team is involved in a league game that exceeds a 150 mile round trip as measured from the team's home park, mileage will be reimbursed at 100% of the current [IRS approved mileage rate](#). In the event that a team is involved in a league game that exceeds a 150-mile round trip as measured from the team's home park, lodging at the league game location will be reimbursed for the professional coach. The professional coach is expected to stay where the team is staying (payment by the team for additional persons in this room is not reimbursable).

As normal coaching fees are designed to compensate coaches for league games, no per diem should be paid for league games. A per diem will be paid to coaches for RPL, SPL and National League out of state games in accordance with the same policy as tournaments as stated above. Region III Premier League play will bear similar travel reimbursement guidelines as out of area travel.

This reimbursement will be provided by the teams and not the club, so it is incumbent on the team manager to coordinate travel with the coach and players' parents so as to minimize cost to the team.

Responsibility: This policy shall be administered by the select team manager. Any exceptions shall be approved in advance by the appropriate Director of Coaching.

Tournaments

Local tournaments (inside Georgia): coaches are to receive \$50 per diem per day. The only exceptions being Georgia Soccer State Championship events, State Cup, President's Cup and D2 State Cup for which per diem will be \$75 per day.

Travel tournaments (outside Georgia): \$75 per diem per day and travel covered.

Mileage if coach drives own vehicle, rental car and gas covered 100%, flights covered 100% If the tournament is more than 350 miles one-way from the team's home park, the professional coach will have the option to travel by air in the coach section. Parking and ground transportation expenses are included in the reimbursable cost of air travel. The coach is expected to make prudent use of the team's funds when

purchasing air travel. In those cases where air travel is a reasonable alternative, it is expected that the team will shop to secure the lowest fares possible in order to minimize the expense for all team members planning to travel by air. Coaches planning to travel by air should discuss needs and budget with the team manager before incurring expenses.

If the tournament is less than 350 miles from the team's home park, the professional coach is expected to travel by car. When traveling by car, round trip mileage as measured from the team's home park will be reimbursed at 100% of the [current IRS approved mileage rate](#) for business use of a vehicle. Mileage shall be calculated as one round trip measured from the team's home park to the playing venue.

Carpooling with another coach or riding with a team parent is an option to reduce team expenses when feasible.

Lodging at the tournament location will be reimbursed for the professional coach. The professional coach is expected to stay where the team is staying (payment by the team for additional persons in this room is not reimbursable).

In the event that a coach has more than one team playing in a tournament, the aggregate expenses shall be split equally between the number of teams attending (e.g. 2 teams => each team is responsible for 50% of aggregate expenses as calculated above.)

AS THE SEASON ENDS

Player passes are the property of Georgia Soccer and Brookhaven FC, so they must be returned in at the end of each season to the league's registrar. Academy and Select Team Managers should turn in their entire binder with birth certificates, player passes, unused rosters, etc. at the end of the season.



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SOCCER GLOSSARY

As you are new to the Team Manager role, you will hear a number of terms that may not make sense at first, so we have collected them here.

The Team Binder: Team Managers will have 'the binder' will contain all of your team's paperwork including player passes, medical waivers, stamped match and team rosters, copies of birth certificates, match reports, and more. It must be brought to every match you play, home or away.

Division Names: 10U, 11U, etc. - The U stands for 'Under'.

Recreational: Recreational programs are for youth players and are geared towards players who want to play in a less competitive environment. Teams are not selected using tryouts. Teams may be formed randomly or geographically by where players live.

Academy: Academy programs are competitive select soccer programs designed for younger players. Academy programs are for the 9U, 10U, 11U and 12U age groups (as well as pre-

Match Report: Used by referees to record the official match score. Match reports are usually signed by the coaches before being filed with the appropriate league.

Medical Release Form: The form is required of all soccer players and ensures that team coaches and any other indicated adults on the form can make medical decisions for a player in the event that the parents are not present and cannot be contacted when a player is injured. The waivers also provide blanket liability releases to the soccer leagues, associations, volunteers, etc. and should be notarized. You will need the original form in your binder, not a photocopy.

GYSA: Georgia Youth Soccer Association, an affiliate of the USSF through the USYSA. They handle player registration, insurance, tournament sanctions, and more.

Player Pass: All soccer players are issued player passes, which indicate their name, the level they play (Recreation/Academy/Athena/Classic), their birthdate, age division, team name, and their USYSA registration number. Recreation player passes generally aren't distributed unless the team goes to a tournament. Academy, Athena and Classic players must have their player passes laminated with a current picture, registrar stamp, and signature. Those passes are brought to and checked at every match.



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