



TEAM MANAGER'S GUIDE

2019/2020

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SECTION 1

ABOUT TRIANGLE UNITED

Welcome to Triangle United Soccer Association. The staff and Board of Triangle United would like to thank you for volunteering to assist your team for the upcoming year. We hope this guide will help answer any questions you have.

History of Triangle United

Triangle United Soccer Association (TUSA) was formed in early 2005, after the Board of Directors of both Chapel Hill United and the Durham-Chapel Hill Strikers decided to integrate into one club. The goal of the new club was to offer playing opportunities at all recreational and competitive levels for boys and girls, ages 3-18.

Mission Statement

Triangle United is a non-profit 501(c) 3 corporation. It is guided and driven by its Mission Statement and Guiding Principles in all aspects of managing and operating the Club.

The mission of Triangle United Soccer Association is to provide all families a positive, healthy, progressive environment for youth development through soccer in our community.

Our Guiding Principles are that we:

- *Act with honesty, integrity and sportsmanship*
- *Achieve high customer satisfaction*
- *Embrace diversity*
- *Provide excellent training and development*
- *Field teams that are competitive on local, state and regional levels*
- *Strive for a balanced youth experience that respects family values*
- *Support outstanding dedicated people working as a team*
- *Optimize relationships with strategic partners*
- *Promote good citizenship through community involvement*
- *Operate a successful organization while maintaining value for our customers.*

We seek to provide the best possible soccer experience for youth in the Western Triangle area, with a primary focus on Durham, Chapel Hill and western Wake County. This is approached through an emphasis on sportsmanship, team values, and work ethic, while keeping in mind the experience should be fun for each youth player and his or her family. A stated goal of the organization is to offer every player the opportunity to learn and enjoy the game, develop skills, and if desired and qualified, advance to the next competitive level, while playing in his or her own community.

Financial Aid

There are many children in our community who have a true passion for soccer yet their families cannot afford the cost of having them participate in our programs. With that in mind, the Triangle United Soccer Association has established a Financial Aid Program (FA) as part of its commitment to ensure that any child who wants to play club soccer be afforded such an opportunity regardless of their economic situation.

Financial Aid applications can be found on our website and should be sent in care of our Executive Director, Mike Strand, at mstrand@triangleunited.org.

SECTION 2

ROLE OF TEAM MANAGER

As team manager, there are a number of items that can help you get your team organized, including setting up a team bank account and creating a team notebook. Listed below are several tips as well as important applications that need to be completed.

Risk Management

All managers and coaches must complete the risk management application before they may be placed on the team's roster. You will need to complete the North Carolina Youth Soccer Association (NCYSA) application. You can find it on the NCYSA homepage (www.ncsoccer.org) – look along the top for “Risk Management” to find the application.

Teams that play NPL (US Club) games will complete a separate risk management application. Details will be sent to the teams individually.

Abuse Prevention Training

Once you have completed the risk management application, you will receive a link to a newly required training session on sexual abuse prevention. All managers and coaches, as well as TUSA staff, are required to complete this training.

Team Bank Account

It would be helpful to set up a bank account to handle your team fees. Many banks will allow you to set up a sub account with your primary bank account. Triangle United is not allowed to provide their Tax ID number for individual team accounts. This account would be used for depositing team fees and paying referee fees, tournament entry fees, coaching expenses, uniform orders, training shirt orders, calling post charges etc. A team budget should be created based on the estimated expenses of the team, and a payment plan explained to the parents. (See attached sample)

Team Communication

You should determine the best way to communicate with players and families about team news, changes in practices/games/tournaments and other important updates. The method will vary depending on families' preferences for emails or phone messages or a combination of both. Creating an email distribution list is the first step. Choosing a 'broadcast message' provider is the second. There are many 'broadcast message' service providers; one of the most popular is TeamSnap.

One of our managers also recommended TurboScan as a tool when registering for tournaments. The application allows you to scan all of the player information (cards, medical waivers, rosters) easily for a small application fee (~\$3.)

Team Materials

We strongly recommend each manager create a Team Notebook to keep all important team information in one place. Items included in the notebook could include:

- Team rosters (provided by the office)
- Player Cards (provided by the office)
- USYSA/US Club Medical forms (provided by the office)
- Match reports (provided by NCYSA for all home games)
- Contact information (opponents, weather lines, maps)
- Tournament information
- Referee fee schedules (listed in this handbook).

It's advised to take a photo of all of your team materials – rosters, med waivers, and player cards – in case you get to the field without them. This is not a substitution/replacement for having the materials, but a backup in case of emergency. Please remember to update the photos as changes to the roster occur.

Player card validation – Players will need to validate the information on their player cards before they can be laminated. This has to be done in person with a Club Registrar. During our peak times, registrars will come out to a team practice to validate as many players as possible. If someone is absent, they will need to come to the office to have their card validated. Coaches and team managers will be issued cards also, although they do not have to go through the same validation process. (Photos are needed for their cards, however.)

Dual Roster players – On occasion, a player will be rostered on two teams in two different age groups. If you have a d/r player, you'll need to decide how team fees are collected for their participation.

Club pass players – There are certain circumstances when a player can be carded within the same age group, or a higher age group, for developmental opportunities. If your team has the need for a Club pass player, we'll take care of the necessary paperwork. Team fees most likely will not come in to play since the Club pass player would not join the team for more than a game or two.

Guest players – If you want to take a guest player to a tournament, talk with your DOC for approval. You'll need to work with the guest player's coach and the office to get the materials needed (player's card, medical waiver, guest roster.)

Player Photos

Electronic photos are now required with the registration paperwork in order for player passes to print. The TUSA Registrar will work with you and families to ensure approved photos are received quickly and in the proper format (color headshots, JPG files no larger than 50KB, and picture size no larger than 120x120 pickels). Pictures will be valid for two years.

International Clearance Paperwork

FIFA began enforcing a requirement last year for all players who were born outside of the United States. Depending on the situation, specific documents are required to be submitted and approved before a player is allowed to participate in league games and tournaments. The TUSA Registrar will work with families to gather the necessary documents.

Club fees vs. Team fees

You may receive questions regarding what club fees cover and what team fees cover; the following is a list of the main items included in each category:

Club fees

- Coaching costs
- Player/team registrations
- Field rentals
- Staff costs
- Overhead
- Insurance

Team fees

- Coach's travel/per diem
- Tournament costs
- Referee fees
- Broadcast communication tool (TeamSnap, etc)
- Goalie top – short sleeve \$40, long sleeve \$60 – purchased in the TU office
- First Aid kit
- Financial Aid Players -- occasionally FA players will receive an award for team fees and the club will contact the team manager with the appropriate information. Otherwise, FA players are required to pay all team fees.

Additional fees

- Uniforms and training pieces (2-3-year cycle) – individual player/family orders directly from Soccer.com

Uniforms

Once a player has submitted their registration materials, they are entered into the Eurosports uniform system. An email is automatically generated to the player's parents with ordering instructions. This is the 2nd year of our current uniform so only new players will need new kits.

Classic Uniform Pieces

- 1 dark colored top
- 1 light colored top
- 1 dark short
- 1 light short
- 1 pair light socks
- 1 pair dark socks
- 1 Warm-Up jacket
- 1 Warm-Up pant

Select Uniform Pieces

- 1 dark colored top
- 1 light colored top
- 1 dark short
- 1 pair socks
- 1 Warm-Up jacket (optional)
- 1 Warm-Up pant (optional)

Training Pieces

- 1 pair yellow shorts
- 1 pair yellow socks
- T-shirts (in stock in the office)

Game Schedules

You will work with your coach to determine how many home/away games you will have each season. The schedule will be online through the NCYSA website. It's a good idea to check the website before your games to make sure there haven't been any field/time changes.

Tournaments

You will work with your coach to determine how many tournaments the team will attend and include the registration fees in the team budget. There are a couple of items that may be needed, in addition to the tournament registration:

- **NCYSA Notification of Travel** – this is an application that needs to be completed if your tournament is out of state. You can submit the application online through the NCYSA website (www.ncsoccer.org/tournaments), but you will want to do it as early as possible –the fee is \$10 in advance but jumps to \$50 the week of travel. Please remember to submit your full team name, as it is shown on your team rosters (i.e. 02 TUSA Gold G).
- **Attending a Non-Sanctioned Event** -- If your team is carded with NCYSA but attending a US Club Soccer sanctioned-event, you will need to complete a 'Non-Sanctioned' application, also found on the NCYSA website (www.ncsoccer.org/tournaments). This application allows you to submit an official team roster without having to have US Club cards for all of your players.

- **Guest Players** – If you want to take a guest player to a tournament, you'll need to get approval from your DOC and work with the guest player's coach and the office to get the materials needed (player's card, medical waiver, guest roster.)

Coaching Expenses

There is no reimbursement for **regular season** NCYSA matches* however the team is responsible for its coach's **tournament** expenses. This is to include lodging, per diem and mileage reimbursement for a tournament that is not local. It is recommended that the coach be given these expenses a week prior to departure. If a coach has two teams attending the same tournament, the expenses can be split between the teams' budgets.

NPL games are treated similar to NCYSA games. There are no reimbursements for home games, or away games with WakeFC, Charlotte Independence North (Lake Norman), or Charlotte Independence South (Discoveries). All other away games are treated like tournaments where reimbursement is asked for mileage, hotel, and per diem.

*** Exception – back to back regular season games requiring overnight stay***

Lodging

The coach may or may not be staying at the same hotel as the team (or a portion of the team). The coach, if finding alternate lodging, should find an establishment that is comparable to those of the team. Tournaments within approximately a one-hour drive are not considered overnight locations. (i.e. Raleigh, Fuquay-Varina, Greensboro, High Point, Winston-Salem, Fayetteville). *** Exception – 700/800am tournament game on Saturday***

Per Diem

The club has set the coach per diem at \$40 per day. You pay per diem for a tournament even if there is no overnight stay. For example, if you are playing in Greensboro at 11:00am, you would pay for lunch, but not breakfast or dinner. The per diem for each meal is as follows: \$8 breakfast, \$12 lunch, and \$20 dinner.

Mileage

The mileage reimbursement will be 45 cents per mile. Reimbursement is for round trip mileage. In addition, if a coach drives to and from a local tournament on both Saturday and Sunday, he/she should be reimbursed for two round trips. If the coach rides with another family, there is no mileage reimbursement.

Referee Fees

Referee fees need to be paid in cash at the start of each league game. Fees are split between the home and away teams. Below are the NCYSA referee fees.

For NPL games, the referee fees are as follows: for 12Us \$90/game (\$45 per team) and for 13U and older \$120/game (\$60 per team).

2019/2020 NCYSA Referee Fees

17U & 18U	Classic	Select	Recreation
Referee	\$60.00	\$54.00	\$46.00
Assistants (2)	\$42.00	\$35.00	\$28.00
Game Total	\$144.00	\$124.00	\$102.00
per team	\$72.00	\$62.00	\$51.00

15U & 16U	Classic	Select	Recreation
Referee	\$54.00	\$46.00	\$40.00
Assistants (2)	\$35.00	\$28.00	\$26.00
Game Total	\$124.00	\$102.00	\$92.00
per team	\$62.00	\$61.00	\$46.00

13U & 14U	Classic	Select	Recreation
Referee	\$46.00	\$40.00	\$34.00
Assistants (2)	\$28.00	\$26.00	\$23.00
Game Total	\$102.00	\$92.00	\$80.00
per team	\$51.00	\$46.00	\$40.00

11U & 12U	Classic	Select	Recreation
Referee	\$40.00	\$34.00	\$30.00
Assistants (2)	\$22.00	\$18.00	\$15.00
Game Total	\$84.00	\$70.00	\$60.00
per team	\$42.00	\$35.00	\$30.00

Calendar of Events

May/June/July

- Notify coach of interest in being team manager
- Complete NCYSA and/or US Club Soccer Risk Management Application and Abuse Prevention Training
- Create team contact spreadsheet with email, phone information
- Gather uniform jersey numbers for all players and submit to Dina
- Gather player photos and send electronically to Dina (if needed)
- Meet with coach to determine number of league games/tournaments
- Create team budget
- Pick up training t-shirts from office for team
- Register for upcoming Fall tournaments (depending on deadlines)

August/September/October/November

- Coordinate team carding process with Dina
- Organize team notebook with player cards, medical waivers
- Attend games and tournaments, making sure you have team notebook and referee fees
- 15U-18U Girls teams -- work with office on Cup play registration and rosters

December/January

- Confirm players will return for Spring season, if applicable.
- Register for upcoming Spring tournaments (depending on deadlines)
- Communicate with any new players joining team
- Revise team budget for Spring season

January/February/March/April

- Attend games and tournaments, making sure you have team notebook and referee fees
- 13U-14U Girls and 13U-18U Boys teams -- work with office on Cup play registration

May

- Return players cards and medical waivers to office for safe-keeping; shred remaining paperwork

Sample Budget

Here is a sample of a team's Fall budget for your reference:

Item	Budgeted Amount	Actual Amount
<u>Tournaments / Events</u>		
Triangle United Fall Classic - August	\$550.00	
Greensboro Labor Day Tournament	\$700.00	
Richmond Shoot Out - November	\$795.00	
	<hr/>	
	\$2,045.00	
<u>League Play</u>		
Referee Fees	\$420.00	
	<hr/>	
	\$420.00	
<u>Coaches Expenses</u>		
Greensboro Labor Day Tournament	\$132.00	
Richmond Shoot Out - November	\$72.00	
	<hr/>	
	\$204.00	
<u>Misc Fees</u>		
Team goal keeper jersey	\$60	
	<hr/>	
	\$60	
TOTAL TEAM EXPENSES	<hr/>	
	\$2,729.00	
Other fees	\$0	
	<hr/>	
Grand Total Expenses	\$2,729.00	
PER PLAYER EXPENSES (15 players)	\$181.93	

*If financial constraints are an issue for your family, please contact Coach or the TU office personally to discuss your situation. All conversations will be confidential and there will be no situation that cannot be handled accordingly. No child will be turned away from participation due to financial reasons.

SECTION 3 CONTACT INFORMATION

Club Information

Mailing address: Triangle United
P.O. Box 2321
Chapel Hill, NC 27515

Physical address: 121 S. Estes Drive Suite 105
Chapel Hill, NC 27515

Phone Numbers: 919-942-1995 (office)
919-942-2036 (weather hotline)

Club Website: www.triangleunited.org

Club Contacts

Mike Strand, Executive Director mstrand@triangleunited.org
Financial aid questions, concerns regarding staff or club policies.

John Cirillo, Director of Soccer jcirillo@triangleunited.org
Tournament selection, team concerns/issues.

Field Assignor fields@triangleunited.org
Questions regarding practice and/or game field assignments.

Dina Urquhart, Head Registrar dina@triangleunited.org
Registration questions (player add/drops, roster changes, player cards), guest/club pass players, team manager assistance.