



Team Administrative Tasks

02/21/10

Administrative Tasks

The following are a list of administrative tasks for the soccer season. The manager and the coach need to determine how these are divided.

1. Become familiar with Risk Management policies of RYSA
 1. Complete a background check for RYSA and MYSA
 1. This is good from Aug.1 to July 31
 2. The instructions are at [Background check instruction](#)
 3. The web site is at [McDowell Agency](#)
 2. Review the RYSA Summary of Risk Management which is included in your packet and on the RYSA web site.
 1. Additions to MYSA policies are
 1. One child two adult rule
 2. Practice is only open to your team, play ups, and members of “sister teams” (shared practice scrimmage etc.)
 3. The general MYSA guide is at [Risk Management](#)
 4. MYSA posts two guides for field safety at [MYSA Safety Checklist](#) and [Coaches Safety Checklist](#)
 5. Review weather guide lines [MYSA Weather Guide lines](#)
 6. Before practices start, you need to have a completed [Medical Release](#) from your players
 1. The notarized form is only necessary for out of state travel and a minority of tournaments
 7. If you have a game or practice related injury:
 1. Submit a report to RYSA. [Injury report form](#)
 2. There is an MYSA supplemental insurance that will cover qualified unreinversed expenses.
2. Hold a team meeting around mid February to mid March.
 1. Cover the expectations for the season
 2. Cover team related topics
3. Collect contact information
 1. e-mail
 2. Daytime phone
 3. Cell phone number
 4. It is suggested that you distribute the information on a wallet sized card to team (cell phone #, names, and maybe email)
 5. This can be very useful at tournaments or if you are running late for bus or game or if the field directions are wrong
4. Decide how to contact the team for practice changes, field changes and other (email is getting to be the preferred method)
5. Get dates where absences are anticipated **Early** and update through the season



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6. Decide who does major team responsibilities Depending on the team a lot of this can be delegated
 1. Team treasurer
 1. Needs to collect about \$250 per player for the season This will vary depending on the decisions that your team makes
 2. Two payments of equal size seems to work with a possibility of a third for state
 3. Major expenses
 1. Tournament fees
 2. Bus
 3. Pre-season practice
 4. District and possibly state tournament
 2. Tournaments
 1. Register for tournaments (in March or later depending on tournament)
 1. The RYSA tournament is free, but you must register for it on the RYSA web site. The tournament site is now open.
 2. You must be excused by RYSA not to play this tournament
 2. Minnesota tournaments are at [MYSA Sactioned Tournaments](#)
 3. If you register for an out of state tournament you **must** get a travel permit [Out of State Travel](#)
 3. Reserve hotel rooms for tournaments as needed (Early is good. Generally they can be canceled)
 4. Order T-shirts (Look for this information 1 to 2 months before the tournament)
 5. Register team for tournament (Either early the day of the first game or the afternoon before)
 6. Contact bus companies and arrange for transportation if you are taking buses for out of town games
 7. Reserve practice space if you decide to have indoor practices.
 1. For the Public schools the contact is (This is an entire web page. You will need to read all of it to get the exactly where you need to go.) <http://www.rochester.k12.mn.us/se3bin/clientgenie.cgi>
 2. For Soccer World the contact is **Contact info- 424-3018 ; mailing address 380 Woodlake Dr SE 55904**
 3. For RCTC dome the contact is: **Steve Flint** Regional Sports Center
Director **Department:** Sports Center **eMail:** Steve.Flint@roch.edu **Phone:** 280-2880
 8. Team Pictures
 1. Distribute order forms (In your packet tonight)
 2. Reserve picture time slot (Online, you will get instructions on the packet)
 3. Communicate time and place to team.



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02/21/10

9. Uniforms
 1. You will be notified from the RYSA office when jerseys are available. (Only if someone on your team has ordered a uniform)
10. Team gear for game day
 1. Cold weather
 1. Blankets or wind break
 2. Hot weather
 1. Face cloths in ice water in cooler
 2. Tent
 3. Rain
 1. Tarp too keep bags dry
 2. Second tarp to keep players dry
11. Drinks and or snacks
 1. Team decision whether to provide or not
 2. Teams seem to be going to something at end of game
12. Volunteers
 1. In theory each team will need to provide two people for a few hours at The Rochester Tournament
 2. If you play districts in Rochester, you will be asked to provide some volunteers for the tournament
 3. Get people to sign up in advance or decide who will coordinate volunteers when asked
13. Team party
7. Decide who will pick up and return equipment
 1. Pick up schedule
 1. Watson Shed
 2. March 23 5:30 to 6:30 PM
 3. March 25 5:30 to 6:30 PM
 2. Return schedule TBA
 1. It will be announced on the RYSA clalendar
8. Player passes
 1. Take player and registered adult photos Head and shoulders only. Get them printed in a no larger than 1" high format
 2. RYSA office will notify when passes are available This is usually late April
 3. Collect passes from office and get them signed and laminated
 4. You have one or two practices to get this done. It is the time of year where there is the possibility of rain and there are a lot of school activities also. Make sure that you plan how to accomplish this
 5. Decide who has these for games



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02/21/10

9. Game changes
 1. MYSA appears to have an on line system that works
 2. You will get a Username and Password at the District Meeting.
 1. Check the MYSA web site to verify which district you are in after March 15 at [Leagues Formation/Seeds](#)
 3. Your game schedule will be handed out at the April 24 District Meeting
 1. Starting April 24 you will have two weeks to request a mandatory reschedule
 2. The contact with the team that you need reschedule should be available on the MYSA web under **Leagues** Formation/Seeds and **Leagues** Standings
 3. The two week window ends May 7 or May 8
 4. Weather related reschedules must be mutually agreed to by both teams.
 5. Decide who works with the opposing coach to reschedule
 6. Contact RYSA field assignor if a home game [Terrie Brandt](#) She will check for an open field on the desired date, cancel the original field, and notify referees
 7. If this is a change close to game day, contact the RYSA referee assignor [Glenn Melmer](#)
 8. The policy of RYSA is not to cancel home games on game day However, do not insist that a team drive through dangerous weather to get to Rochester
10. Preparation for game day
 1. Get maps of game location
 2. Distribute to team if bus is not used
 3. Get phone of coach and or team manager of home team for away games in advance
 4. You might want to contact them and get cell phone numbers; so that you can contact on the way
 5. Once again you might want to have a contact number for out of town games when you arrive at the field and no one is there
 6. You might want to offer a contact number for your team to all visiting coaches
11. Game report, which can be found at: [MYSA Official Match and Lineup Form](#)
 1. Decide who completes this
 2. You will need a match report filled out to present to the referee for all games
 3. You will need a stamped envelope for all home games
 4. Have at field before the game starts
12. Report game results
 1. There has been a reporting system by telephone
 2. MYSA is moving to an on line reporting system
 3. Report all game results win or lose (Ull and up only)
13. Decide if you will participate in districts **This commits you to play in State if you qualify**
 1. Register with MYSA for districts and state
 2. This has been part of the score reporting system. It could change
 3. You will be given this information at the district meeting



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02/21/10

14. Should you do well in a tournament or league, send a picture with names to RYSA
 1. The Office will get it in the paper
 2. We will put it on the RYSA web site
15. Turn in player evaluations (There are two versions)
 1. Zoom Reports
 1. This is aimed at giving feedback to the player
 2. Neil will set due dates
 2. Excel player evaluations
 1. This is aimed at selection for next year
 2. This force ranks all players in four categories and calculates an overall team rank
 3. This is the primary selection criteria for future seasons with tryouts a close second
 4. **Due August 1**

Have a good season!