



MAROONS SOCCER CLUB

TEAM MANAGER GUIDE

September, 2020



WELCOME TO THE MAROONS!

Thank you for volunteering as a Team Manager for your Maroons soccer team. This guide has been developed to assist you with transitioning to a Team Manager and serve as a reference throughout the season. You can also find this information on the Maroons Soccer Club (MSC) website (www.maroonssoccer.com) under [Resources > Team Managers](#).

Your key contacts throughout the season are:

- **Carolyn Muccio - MSC Administrator**

Email: maroonssoccer@yahoo.com

Phone: (201) 280-1494

Carolyn is the primary contact for most inquiries. She will email you about uniforms, practice fields, and schedules, player passes, coaching certification, background checks, and obtaining your roster.

- **Matt Myers - Director of Coaching**

Email: maroons.doc@gmail.com

Phone: (973) 494-2520

Matt is the coaching liaison and the person to contact regarding coaching matters. Matt will email you about your responsibilities as a team manager, MSC expectations as a team manager, and the contact details of your trainer.

- **Cara Murray - To Be Scheduled (TBS) Games**

Email: caramurray708@gmail.com

Phone: (917) 670-2989

Cara handles all To-Be-Scheduled (TBS) games. Each season you will have a couple of games that require scheduling.

- **Skip Cox, Field Equipment / Preparedness**

Email: skipcox@hotmail.com

Phone: (201) 600-6152

Skip is responsible for field equipment related items.



THE YEAR AHEAD

Overview of the season schedule

- **Season Schedule:** Maroons soccer is a four-season sport with the Fall and Spring seasons consisting of training and formal league play and Winter and Summer seasons comprised of training, futsal, and non-league tournaments.
 - **Fall Season:** Mid-August to Mid-November with training, league games, and tournaments
 - **Winter Season:** Early-January to Mid-March with indoor training, futsal, and optional tournaments
 - **Spring Season:** Mid-March to Mid-June with training, league games, and tournaments
 - **Summer (off-season):** Mid-June to Mid-August with summer camps and optional team tournaments

- **Training Schedule:** Training is typically 2 x a week for 1.5 hours each session for 11 weeks in the Fall and Spring. In the Winter, teams usually play futsal once or twice a week indoors for one hour and may compete in optional indoor tournaments.

- **League:** Maroons participate in the Northern Counties Soccer Association (www.ncsanj.com). Typically, there's one game each weekend during the season (unless make-up games are required). The club handles team league registration while team managers are responsible for all game day requirements, which are detailed below. At the start of the season, teams are "flighted" (put in a particular division) based on previous season results and skill level. Before the beginning of the season, our Director of Coaching (DOC) will engage the Professional Coach and Team Manager to discuss what "flight" their team should be assigned to.

- **Tournaments:** The MSC funds registration fees for one tournament each season - the Maroons Father's Day Tournament for u8-u12



teams and a Columbus Day Tournament for U13 and older teams. Note, The MSC covers expenses associated with registration fees ONLY. Additional fees are the individual team's cost, which may include coaching fees, patches, and game-day programs. Team Managers are encouraged to organize participation in additional tournaments with their team throughout the season. Tournament listings can be found at GotSoccer.com under 'Events'.

Overview of costs throughout the season


While the MSC registration fees cover league registration, field usage and equipment, specific soccer programs, insurance, and \$1000 towards the Professional Coach, the following additional costs should be accounted for and communicated to parents before the start of the season:

- **Professional Coach:** Each 1.5-hour training session with your Professional Coach will cost between \$110-\$140 and each game will cost between \$150-\$180. Your team can expect to train 20-22 times per season and play in 8-10 games with your Professional Coach. The MSC will cover the first \$1000 of those costs and the team is responsible for the remainder which forecasts to roughly \$2,400-\$3,880 over the course of **each season** or an additional \$200-\$325 per player on a 12-player team.
- **Tournaments:** If your team chooses to play in additional tournaments (highly recommended), the team will be responsible for all tournament registration fees and associated costs.
- **Team Equipment:** Team canopy (\$60-\$100) and team foldable bench (\$80-\$120)
- **Gameday Referee Fees:** Weekly referee fees are paid out-of-pocket by each team and refunded at the end of the year by The MSC. Fees are different by age group and number of referees officiating the game.



Please refer to your gameday form (more details below) for the exact costs prior to your games.

We highly recommend downloading our [budget worksheet](#) from the MSC website to manage expenses throughout the year. This worksheet can be found under [Resources > Team Managers](#).



TEAM BUDGETING WORKSHEET

Places where input is required

Number of Players on Team:	0	Enter total number of players who will pay fees
Cost of Trainer/Hour	\$0	Confirm hourly rate of trainer; This is used to calculate rates below
Number of Training Sessions Fall:	22	Typically each season consists of 11 weeks, 2 trainer sessions a week
Number of Matches Trainer Coaches Fall:	10	List how many fall games trainer will coach; If game day trainer, the # is 10
Number of Training Sessions Winter:	0	Maroons covers cost of Gyms (futsal) and Force (technical); Team must cover trainer if used
Number of Training Sessions Spring:	22	Typically each season consists of 11 weeks, 2 trainer sessions a week
Number of Matches Trainer Coaches Spring:	10	List how many spring games trainer will coach; If game day trainer, the # is 10
Number of State Cup Trainer Matches:	0	Typically the A team plays in US Cup; Teams with a game day trainer need to complete
Number of Tournament Trainer Matches:	4	Typically each team participates in Columbus Day tournament + One other (e.g. Maroons Tournament); Teams with a Game Day Trainer need to complete

Club Fees from Registration Maroons Club covers league fees, ref fees, field fees, insurance, one tournament, etc.



HOW TEAMS ARE STRUCTURED

Team Tiers

Maroons teams are structured into three tiers at most age groups:

- Grey = A-Team
- White = B-Team
- Black = C-Team

Leadership Roles of Each Team

Each team consists of the following:

- **Professional Coach:** Experienced and licensed MSC coach that's responsible for practice/training, game day and tournament line-up, and on-field coaching.
- **Team Manager(s):** Handles communication, scheduling, game-day forms, manages TeamSnap for practice/game/tournament info. Gameday coaching in the event Professional Coach is not available.
- **Treasurer:** Responsible for managing team budget associated with all costs outside of those covered by MSC. Example: additional training fees, tournaments, referee fees. We highly recommend downloading our [budget worksheet](#) from the MSC website to manage expenses throughout the year. This worksheet can be found under [Resources > Team Managers](#).

Key Roles and Responsibilities

- **Professional Coach:**
 - Trains the kids (2 x a week for 1.5 hours each session).
 - Communicates with the Director of Coaching and parents regarding team and player progress.



- Works with the Director of Coaching to implement MSC development plans for each player and team.
 - Provides player evaluations and development plans at the conclusion of the Fall and Spring seasons.
 - **NEW FOR 2020:** The MSC moved to a Professional Coach being responsible for training all teams and coaching games. If a Professional Coach is not available for a game day, the Team Manager will coach the game.
 - Ensures all player safety protocols are followed
- **Team Manager:**
 - Manages team communication
 - Manages TeamSnap for practice/game/tournament info – This can be delegated to a parent that wants to volunteer. TeamSnap is a mobile app that makes communication and planning much easier for the Team Manager and parents. This is a free app unless advanced capabilities are required. Additional capabilities come with additional cost (\$9.99 per month). This is not covered by the club and is the expense of the individual team.
 - Manages budget / expenses of the team if a team treasurer is not designated.
 - Manages Gameday responsibilities including; coaching the game if the team does not have the Professional Coach coaching on gameday.
 - Manages team scheduling including rainouts (reschedule) and TBS games. Note, each year, there's typically one or multiple weekends with TBS. It's the individual team's responsibility to work with the opposing team, the club, and NCSA to schedule rainouts and TBS in a timely fashion. (Cara Murray handles TBS for Maroons).
 - Connects the team with the club by reinforcing key club information and programs. Drives team engagement in MSC club-wide contests, events, and social media (Instagram).
 - Ensures all safety protocols are followed by parents and players
- **Additional Volunteer Team Roles:** To lessen the burden throughout the season, it's recommended you organize one or two additional



volunteers roles such as:

- **Team Social / Fun Organizer:** Manages social team events, game-day healthy team snacks, etc.]
- **Team Photographer / Videographer:** Takes photos and videos of the team and provides to parents and MSC for Instagram.
- **Practice Safety Volunteers:** It is always helpful to have a parent or two attend a practice to help the Professional Coach with bathroom breaks, any safety issues, late pickups, or other unforeseen events that may take the Coach away from the team.



Pre-Season: Before the Season Starts

You will receive communication from The MSC in late August with details for the upcoming season. Carolyn Muccio (Club Administrator) will provide details around uniforms, practice fields and schedules, player passes, coaching certification, background checks, and obtaining your team's roster for league play. Matt Myers (DOC) will provide details about your responsibilities as a Team Manager, the expectations of your role, and the contact details of your Professional Coach.

Administrative Checklist:

- Review Maroons Team Manager guidebook and coaching content on www.maroonssoccer.com under [Resources > Team Managers](#)
- Complete Required Certifications. Carolyn Muccio will contact you via email regarding these requirements. All New Team Managers are required to create a SportsEngine account and complete the following;
 - Background screening
 - SafeSport certification
 - Sideline Sports Doc Certification.
- Obtain player passes as per the instructions provided by Carolyn Muccio. The player pass is a US Soccer identification card that allows the player to participate in league and tournament games. Without the player pass, the player will not be allowed to participate in games.
 - Print (in color) the player cards and coach cards (make two copies of each card) from the SportsEngine website.
 - Take the printout to a store (UPS, Staples etc.) to laminate according to the instructions provided. We recommend The UPS Store in downtown (50 E Ridgewood Ave) as they are experienced at making the cards and have a fast turnaround.
 - Carolyn Muccio will email NCSA your team roster for an official watermark (if a roster is not watermarked, the team will not be allowed to play in any games). Note, The watermarked (official) roster, player pass, and gameday form will be presented to the



referee on the day of the game, along with the fee for the referee(s).

- Maintain one set of player cards and give whoever else will be at games the other set as a backup.
- Maintain the digital copies of each player pass

Team Management Checklist:

- Download the MSC budget tracker template to track expenses throughout the season.
- Setup Venmo as a payment method for your parents. You'll also use Venmo for touchless gameday payments to referees.
- Set-up your team's TeamSnap (www.teamsnap.com) account to add team members and schedule. **NEW for 2020:** All MSC teams are provided a Premium TeamSnap account and will be provided an invite to manage their team. If you did not receive the invite, please email Carolyn. You will need to access the [NCSA website](#) to download the team schedule.. You should set up practice and game schedules in TeamSnap (date, arrival time, kickoff time, location, uniform color, etc.) and perform all communication through the TeamSnap platform.
- Welcome new team members and provide an overview of the season ahead
 - Introduce yourself and the other Team Managers to the parents and Professional Coach
Provide parents with the roster and details of the players
 - Inform the team to use TeamSnap as the primary scheduling and communication tool
 - Request volunteers to serve as an assistant coach, social/fun organizer, and team marketing liaison
 - Review practice and game schedule
 - **NEW for 2020:** Inform the team to use TeamSnap's Health Check feature before each game and practice
 - Encourage all parents to follow [@Maroons.Soccer on Instagram](#)



- Remind team to order a full game uniform set (\$90.00) with players' name on the back (Carolyn Muccio will provide a list of available shirt numbers) at <https://www.golatisports.com>. Additional uniform information can be found on the MSC website under [Resources > Uniforms & Team Gear](#).
- Organize two dates before the season for the kids to meet and start training. Schedule a 'Save-the'Date' end of season party.
- Research tournaments at [gotsoccer.com](https://www.gotsoccer.com) and register for at least one fall tournament (additional cost to team). Keep the Club informed of all tournaments by [completing this form](#).
- Make your team has completed The MSC Return-to-Play Requirements at <https://www.maroonssoccer.com/resources/return-to-play-safely/>



Fall/Spring Season: Start of the Season

You will receive communication from Maroons Soccer Club (MSC) prior to the season starting with any outstanding items needed from your team.

Season Kickoff Checklist:

- Review the detailed NCSA Coach Checklist found on ncsanj.com and the MSC website under [Resources > Team Managers](#)
- Request NCSA website coaches login. This is used to print gameday forms, post game scores and referee feedback. (Carolyn Muccio can provide assistance)
- Carolyn Muccio will email NCSA your team roster for watermark (if roster is not watermarked the team will not be allowed to play in any games)
- Ensure you have two complete sets of player cards laminated (MUST be printed in color and laminated)
- Ensure all players have a complete set of uniforms (home = maroon, away = white)
- Pick-Up Medical Kit, Corner Flags, and COVID protocol (hand sanitizer, non-contact thermometer). These can be picked up by contacting Carolyn Muccio.



- Collect Maple Ave key for lock-box and field lights at the start of the season. There's a folder at Skip Cox's house that contains a team seasonal key for Maple Ave field. Email/text Skip for the address.

- Setup TeamSnap app (practice and game schedule details) communicate with parents the use of TeamSnap.

- Consider adding a team treasurer, social/fun chairperson, and photographer.

Gameday Checklist:

- Review NCSA league rules and gameday coaching guide at www.ncsanj.com (click 'coaches' under helpful links') and on the MSC website under [Resources > Team Managers](#)

- Complete the required steps on the NCSA website to ensure your roster information is up-to-date and you complete the Match Day Form (MDF). Specific steps are detailed in the [NCSA Gameday Checklist](#) on the MSC website under [Resources > Team Managers](#)

- Ensure you have referee-fees as exact cash or via Venmo (we highly recommend setting up Venmo as the primary payment method)

- Ensure you have corner flags and 2 x game balls (for home games)

- Ensure you have the club provided medical kit, extra ice packs, and COVID-kit (thermometer and sanitizer)

- Check field prior to home games to ensure fields are lined properly and goals are secured to the ground with sandbags (sandbags are



provided by the club at the start of the season and left by the goals at the field) * see detailed field information on pages 12-14.

- Ensure parents are following all safety requirements including sitting on the proper sideline with proper spacing (at least 6 feet apart). MSC-specific safety guidelines can be found on the MSC website under [Resources > Return to Play Safely](#). Note, each town / team may have its own safety requirements in 2020.

- Determine if you are the last team to play on the field for the day. Coaches are responsible for returning flags to proper locations (details below) after their game is over.

- Complete the league's post-game requirements (e.g., reporting scores) as outlined in the [NCSA Gameday Checklist](#)



Field Information

Below lists critical information for utilizing and maintaining our fields and equipment.

Goals:

- All goals are stored in specific areas of each field and should be moved back to storage areas when not in use or at the end of training and game day, with weights and or sand bags. This is the responsibility of coaches/trainers and team officials.
- All goals MUST be anchored, regardless of training or gameplay. Two weights or sandbags per goal are required.
- The following are the equipment storage locations by field:
 - GLEN – Goals and weights along the fence near the houses. It is strongly advised for coaches to carry a small shovel in the car incase area around the pitcher's mound needs to be filled in. Dirt should be taken from the backstop area behind home plate.
 - HAWES – Goals and weights are stored at the north end of the field (closest to houses) about midfield location.
 - MAPLE – Goals/weights are stored on the fence at the west end of the field. Full sided goals are usually left out in playing position. Corner flags are in the new lock box at midfield, north side – marked “RSA/MSC”.
 - TRAVELL – place goals and weights back-to-back between the large trees in the center of the field. Do not place along fencing as it blocks the running track which is used during school PE. Have a small shovel to fill in the 2nd base posthole if necessary – field encroaches onto this area.
 - ORCHARD – Goals and weights stored on the fence near the parking lot.
 - CITIZENS – Goals and weights stored on the North end of the field along the fence. Goals must be stored at the end of play/practice as this field is used by GW PE during the week.
 - SOMERVILLE – Large size goals and weights to be stored along the first base line of softball diamond caddy corner from the parking lot. Goals are heavy so get help moving them. RSA Division 5 goals are stored at NE corner of field (see above –



these require stakes). Equipment box is under the scoreboard – the coordinator has a key.

- BROOKSIDE – goals and weights stored along fence on Southern Pkwy side of field, and along fence on Spring Ave side of field, respectively. Weights are kept with goals.
- RHS STADIUM – Goals are stored on each side of the field along the fence. Weights are in orange bags, sometimes locked to a ball net pole – combo is “BALL”. Corner flags are in a lock box marked “RSA/MSC” at Stevens.
- STEVENS – Goals and weights are stored on each side of the field on the “off-field” side of field nets. Weights are in orange bags, sometimes locked to a ball net pole – combo is “BALL”. Corner flags are in a lock box marked “RSA/MSC” at Stevens.

Keys:

All padlocks for goals, light towers, and the lockboxes at Maple Field and at Stevens Field are keyed off of the same lock, therefore one key gives you access to everything. All trainers and coaches should have this key (formerly the key for light towers).

New coaches and trainers can obtain a key by sending an e-mail to Skip Cox at skipcox@hotmail.com.

Lights:

There is a KEY to open the operating panel for all portable light units. These are located at MAPLE, VETS (Fall only), VETS WEST (Spring only), BF, CITIZENS, ORCHARD (Fall only), GLEN (Fall only).

The same key will open all light towers. To operate;

1. Open the main panel and once the panel is open
2. Turn the ignition key left for 5 seconds before starting.
3. After starting, wait about 30 seconds for the engine to warm.
4. Then turn on “Main” breaker and then individual light lamps one at a time waiting about 30 seconds between each.



5. To turn off, reverse this procedure – you MUST turn off each individual light, then the main breaker, then the engine. Failure to do this may result in costly damage to the unit.
6. Please lock up light towers at the end of night (responsibility is with the last team trainer/coach of night). DO NOT REMOVE THE IGNITION KEY!

VETS: permanent pole lights are turned on/off from 2 large silver boxes located on the Linwood side and along the football field near the brook (near the food concession stand).

- Linwood Side: Operates only pole closest to the box. Lock combo for the Linwood box is 1105. There are 2 circuit breakers for each pole and the pole numbers are matched to the circuit breakers in the box. Do not turn on or off the Main Breaker – this should always be in the “on” position.
- Along Brook side – by concession trailer. Operates 5-6 poles, including all for soccer fields. Small switch on side of box with plastic cover. Combo is 105. Switch up = ON, Switch down = OFF. You should hear a loud click. This box has a timer – can not turn on before 4pm, and will automatically go off at 11pm if left on by accident.

STEVENS and RHS lights are controlled automatically, and we do not have access to controls. At most nights of the week, lights will be shut off at 9pm. You will have a short grace period to get your team off the field where at least one light will be on. All training & game play MUST end no later than 9pm. Any requests for night time use outside of regular scheduled games and practice must be scheduled in advance (5 days minimum) for lights to be scheduled.

Corner Flags:

Each team is issued one set of flags for grass fields that are to be used all season. If you lose them, you will be charged for replacement. RHS and STEVENS flags and flag bases are located in a lock box labeled “MSC-RSA” along the fence on the southeast corner of the field. The key that opens the goals and light tower locks also opens up this box. Return all flags and



flag bases to this box at the conclusion of the game – this is the responsibility of all home team coaches. MAPLE flags are kept in the MAPLE box located at the north end midfield – this is labeled “MSC-RSA”. Last team is responsible for putting flags and bases back in box.

IMPORTANT: Coaches are responsible for flags, and returning flags to proper locations after their game is over. You can check if you are the last team of the day simply by going to the NSCA website. Teams will be charged replacement cost for any lost or stolen flags as a result of not following these rules.



APPENDIX

Definitions

- **DOC:** Director of Coaching. Responsible for hiring/managing Professional Trainers, overall focus of MSC soccer development.
- **Professional Coach:** Our hired person that will teach the kids how to play the game of soccer.
- **Team Manager:** Parent volunteer that will manage the team, coach the games (when the Professional Coach isn't available), and be the liaison between the coach and the parents.
- **Player Card:** US Soccer identification card for each player. Required for all games and most tournaments. Can be created within SportsEngine (see below).
- **Watermarked Roster:** List of eligible players on your team. Rosters are created via the club and watermarked by NCSA to be deemed valid for league play.
- **Gameday Form:** Game / match one-page form listing game day coaches, trainer, and referees. These forms can be printed from the NCSA website under the coach's 'game management' link
- **NCSA:** Northern County Soccer Association provides schedules, team information, "match or game-day" forms, and results of the game. Website can be found at www.ncsanj.com



- **GotSoccer:** Provides information about tournaments. Website can be found at www.gotsoccer.com
- **SportsEngine:** US Club Soccer's new National Registration System (NRS) (has switched from KYCK to SportsEngine) for player carding. Website can be found at www.sportsengine.com

Websites / Resources

- Maroons Soccer Club - <https://maroonsoccer.co>
- Northern Counties Soccer Association - www.ncsanj.com
- SportsEngine - www.sportsengine.com

Team Management:

- TeamSnap - www.teamsnap.com
- GotSoccer - www.gotsoccer.com

Coaching Resources:

- US Soccer - www.ussoccer.com
- US Youth Soccer - www.usclubsoccer.org
- Soccer Parenting Association - www.soccerparenting.com
- The FA Youth Coaching Guides - www.thefa.com/learning/coaching
- Red Bulls Youth Coaching Guides - www.newyorkredbulls.com/youth/coaching-guide

