



MAROONS SOCCER CLUB

TEAM MANAGER MEETING

August, 2020



THANK YOU!

The Maroons Soccer Club could not
operate without volunteers like
yourself!



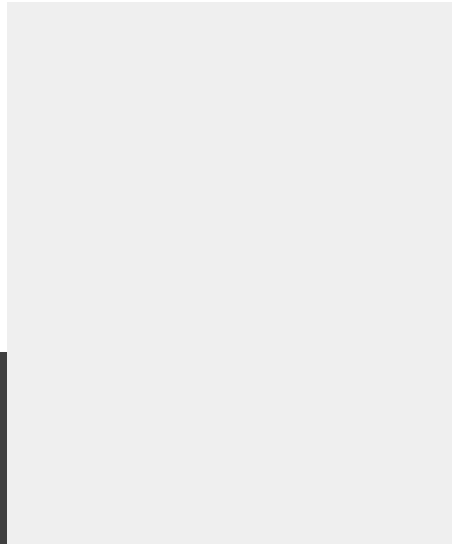
Board Members

Soccer Programs & Development Committee



George Browne

Soccer Programs &
Development Committee Chair



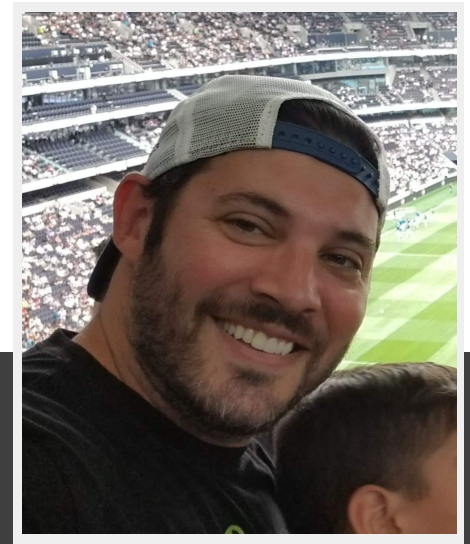
Lauren Cuneo

Soccer Programs &
Development Committee
Member



Al Coleman

Soccer Programs &
Development Committee
Member



Clay Fisher

Club President
Team Manager
2010B Grey



Key Club Leaders

Soccer Programs & Development Committee



Matt Myers

Director of Coaching
(DOC)



Carolyn Muccio

Club Administrator

Agenda

- 1 Club Mission & Core Values
- 2 Roles for Each Team
- 3 Professional Coach vs. Team Manager
- 4 Team Finances
- 5 Team Manager Checklist
- 6 League Rules & Key Dates
- 7 Contacts & Resources



Maroons Soccer Club Mission: Players First

MISSION STATEMENT

Deliver an inspiring soccer learning experience that creates a culture of commitment, teamwork, and good citizenship while developing intelligent, skilled, and confident soccer players who play the beautiful game, beautifully.

To achieve the Maroons Soccer Club mission we will:

- Foster a fun, safe, and challenging learning environment that helps players reach their full potential
- Focus on a progressive learning model that nurtures the confidence, creativity, and intelligence of each individual player
- Play an active role in the leadership, development, and personal growth of our players and staff through community service, partnerships, and programs
- Instill an enduring love for soccer that lasts a lifetime



Our five core values are the guiding principles we teach and live by

1

Passion

Our love for the game unites us and inspires us to work hard and exceed expectations

2

Commitment

We expect our players, parents, and staff to honor team obligations, be open to learning, and give nothing but their best in practices, games, and community programs

3

Teamwork

We support our teammates, family, and friends with selflessness and solidarity knowing that together we achieve more

4

Sportsmanship

We respect teammates, opponents, coaches, referees, and fans. We abide by the rules and conduct ourselves in a fair, honest, and respectful way

5

Citizenship

We connect our community through soccer and celebrate the development of well-rounded players who demonstrate confidence, humility, resilience, and compassion



Agenda

- 1 Club Mission & Core Values
- 2 Roles for Each Team
- 3 Professional Coach vs. Team Manager
- 4 Team Finances
- 5 Team Manager Checklist
- 6 League Rules & Key Dates
- 7 Contacts & Resources



All teams now rely on the professional coach for training and games

ROLE	RESPONSIBILITY
PROFESSIONAL COACH	Primary trainer and gameday coach responsible for each player's development and advancement in the MSC Pyramid of Development
TEAM MANAGER	Supports professional coach with team communication and gameday requirements. Manages team budget, tournament scheduling, volunteer coordination, and coordination between MSC and team
TREASURER	Optional role to help with team budget
SOCIAL / EVENT COORDINATOR	Optional role to coordinate team events and activities such as kickoff and end-of-season parties, Red Bulls team nights, etc.
ADDITIONAL ROLES	Photographer / Videographer: Provides team with photos and shares with Club for social media and marketing



Agenda

- 1 Club Mission & Core Values
- 2 Roles for Each Team
- 3 Professional Coach vs. Team Manager
- 4 Team Finances
- 5 Team Manager Checklist
- 6 League Rules & Key Dates
- 7 Contacts & Resources



The professional coach manages all soccer-specific activities for the team

Professional Coach Responsibilities:

- ❑ Trains and develops players: 2 times a week for 1.5 hours each session
- ❑ Prepares, coaches, and de-briefs the team on gamedays connecting the player's training to their game performance
- ❑ Works with the Director of Coaching to implement MSC development plans for each player and team. Additionally, provides player evaluations and development plans at the conclusion of the Fall and Spring seasons
- ❑ Adheres to the highest possible standards of behavior and serves as a positive role model for the players

The team manager is responsible for team communication, budget, and gameday tasks

Team Manager Responsibilities:

- ❑ Manage team communication via TeamSnap
- ❑ Keep TeamSnap updated with practice, game schedules, and player availability
- ❑ Manage budget / expenses of the team
- ❑ Manage the gameday responsibilities
- ❑ Serve as assistant coach on gamedays and coach teams if professional trainer has a conflict. When in a coaching role; prepare, coach, and de-brief the team on gamedays connecting the player's training to their game performance
- ❑ Connect the team with the club by reinforcing key club information and programs. Drive team engagement in MSC club-wide contests, events, and social media (Instagram)



Agenda

- 1 Club Mission & Core Values
- 2 Roles for Each Team
- 3 Professional Coach vs. Team Manager
- 4 Team Finances
- 5 Team Manager Checklist
- 6 League Rules & Key Dates
- 7 Contacts & Resources

The following additional costs should be planned for

Additional costs throughout 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. We encourage all teams to participate in the Spring NCSA Cup in-season tournament and older teams participate in US Club Soccer's State Cup competition.
- **Team Equipment:** Team canopy (\$60-\$100) and foldable bench (\$80-\$120)

Weekly gameday referee fees require funding out-of-pocket and are fully reimbursed by the club at the end of the season

Reimbursed referee fees:

Division	Age Group	Game Length	Center Referee Fee	Assistant Referee Fee
1	U17 – U19	45 minute halves	\$90	\$50
2	U15-U16	40 minute halves	\$80	\$45
3	U13-U14	40 minute halves	\$80	\$45
4	U11-U12	35 minute halves	\$70	\$40
5	U9-U10	30 minute halves	\$60	\$35 ¹

Each team pays half of the referee fees in cash to the referee prior to kickoff


- **NOTE:** Each team is responsible for paying 50% of the referee fees prior to start of the game. Exact cash is required by the referees. MSC teams are reimbursed at the end of the season, minus any penalty fees if accumulated (yellow/red cards, TBS infractions, etc..)

Download and customize the MSC team budget worksheet from the MSC website

MSC team budget worksheet:

Download:
<https://maroonssoccer.com/coaches/msc-team-budget-worksheet/>

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.

Activity	Budget Cost	Actual/Est Cost	Act/Est	Remaining	Details
Total Cost of Training Shirts	\$0	\$0	Est	\$0	Training shirts might be used and is a great way to build team spirit
Fall PreSeason/Labor Day Tournament	\$0	\$0	Est	\$0	Many teams plan a pre-season week and some also play a tournament
Fall Training Sessions (1.5 hours each)	\$0	\$0	Est	\$0	Formula calculates based on cost/hour and # of training sessions above
Fall Trainer Matches Coached (2 hours each)	\$0	\$0	Est	\$0	Formula calculates based on cost/hour and # of matches listed above
Fall Columbus Day Tournament Fee	\$0	\$0	Est	\$0	Parsippany Pride Tournament is \$475 for small-sided and \$550 for Full sided; Fees for U13+ teams are reimbursed by Club (all other teams pay as MSC Tournament is covered by Club)



Agenda

- 1 Club Mission & Core Values
- 2 Roles for Each Team
- 3 Professional Coach vs. Team Manager
- 4 Team Finances
- 5 Team Manager Checklist
- 6 League Rules & Key Dates
- 7 Contacts & Resources

Team Manager Checklist: Prior to Season Start (1/2)

Once rosters are finalized and prior to the start of the season:

- ❑ Review MSC team manager guidebook and coaching content on www.maroonssoccer.com
- ❑ **New Team Managers** who are required to create a SportsEngine account and complete;
 - ❑ Background screening
 - ❑ SafeSport certification
 - ❑ Sideline Sports Doc certification
- ❑ Obtain player cards from Carolyn Muccio. These US Soccer identification cards allow players to participate in league and tournament games.
- ❑ Print and laminate two sets of player cards. Maintain one set of player cards and give whomever else will be at games the other set as a backup.
- ❑ Print 10+ copies of your NCSA watermarked team roster as provided by Carolyn Muccio prior to the season starting. Note, The NCSA watermarked roster and player cards are two of five requirements for gameday which is covered in detail in the next section.

There's an \$18.00 fee for Background Screening. The club will reimburse coaches for this expense - submit reimbursement request to Colette Tretola - cjtretola@gmail.com

Team Manager Checklist: Prior to Season Start (2/2)

Once rosters are finalized and prior to the start of the season:

- ☐ Create or download a budget tracker (see MSC website under 'coaches') to track expenses throughout the season
- ☐ Sign-up for TeamSnap (www.teamsnap.com) and add team members
- ☐ Welcome new team members and provide an overview of the season ahead
 - ☐ Introduce yourself and the other coaches to the parents and trainer
 - ☐ 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
- ☐ Remind team to order a full game uniform set (\$90.00) with players' name on the back at; <https://www.golatisports.com> (replacement pieces and apparel can be purchased year around. Password to access Maroons team section on golatisports.com is; maroons
- ☐ Organize two dates before the season for the kids to meet and start training
- ☐ Research tournaments at gotsoccer.com and register for at least one fall tournament (additional cost to team)



Team Manager Checklist: Start of The Season

As you prepare for your first game:

- ☐ Review the detailed NCSA Coach Checklist found on ncsanj.com
- ☐ Request NCSA website coaches login. This is used to print gameday forms, post game scores and referee feedback. (Carolyn Muccio can provide assistance)
- ☐ Obtain your watermarked roster. 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/call 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



Team Manager Checklist: Gameday!

The gameday jitters are real:

- ☐ Review NCSA league rules and gameday coaching guide at www.ncsanj.com (click 'coaches' under helpful links')
- ☐ Print two copies of watermarked NCSA team roster
- ☐ Print and sign game-day form from NCSA site
- ☐ Ensure you have referee-fees (exact cash)
- ☐ 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)
- ☐ Determine if you are the last team to play on the field for the day. Team managers are responsible for returning flags to proper locations (details below) after their game is over



Agenda

- 1 Club Mission & Core Values
- 2 Roles for Each Team
- 3 Professional Coach vs. Team Manager
- 4 Team Finances
- 5 Team Manager Checklist
- 6 League Rules & Key Dates
- 7 Contacts & Resources

The season will kickoff the weekend of September 12 (assuming no further health restrictions)

Dates to be mindful of:

- ❑ July 25th – Flights Submitted to NCSA
- ❑ August 20th – Team Managers need to complete; Background Screening, SafeSport Certification, Sideline Sports Certification
- ❑ September 7th-11th: Official practice starts
- ❑ Saturday, September 12th: First league games of the season; girls on Sundays and boys on Saturdays



League rules vary by age group

Age group differences:

Division (Age Group)	Game Length	Ball Size	# of Field Players	Rules
U8	48 minutes (4 x 12 minute quarters)	3	4 v 4	Build-out line, no offsides, kick-ins instead of throw-ins, no heading, no goalie punting, no scores kept of league posting results
U9-U10	60 minutes (2 x 30 minute halves)	4	7v7	Build-out line for off-sides and goalie distribution and goal kicks, no heading, no goalie punting
U11-U12	70 minutes (2 x 35 minute halves)	4	9v9	No heading
U13-U14	80 minutes (2 x 40 minute halves)	5	11v11	
U15-U16	80 minutes (2 x 40 minute halves)	5	11v11	
U17-U19	90 minutes (2 x 45 minute halves)	5	11v11	

Roster rules are more flexible this Fall

Play up rules:

- Normally, a player can only play up 3 times per season but there are unlimited play-ups in the Fall 2020 season
- Also, a player can cross play (example: a U11C player can play on a U11A team)
- In addition, a player who is playing up on a team (rostered to that team) can also play on his/her age appropriate team (example: a true GU11 player who is rostered to a GU12 team can also play on her age appropriate U11 team)

Agenda

- 1 Club Mission & Core Values
- 2 Roles for Each Team
- 3 Professional Coach vs. Team Manager
- 4 Team Finances
- 5 Team Manager Checklist
- 6 League Rules & Key Dates
- 7 Contacts & Resources

MSC names to know

Key contacts:

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. He 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 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.



Helpful resources

Websites, tools, and services:

Websites / Resources

- Maroons Soccer Club - <https://maroonssoccer.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