



# **RSC Manager's Guide**

Revised 6/21/09

# Introduction

This guide was developed to assist new managers in handling the responsibilities of individual team management. Its purpose is to serve as a quick reference tool for managers.

The guide is divided into the following sections:

## **Registration /Organization**

### **Uniforms**

### **Preparing for the season**

### **Game Time**

### **Tournaments**

### **Indoor League Play**

### **Indoor Training**

### **Fundraising and Team Sponsorship**

### **All Teams Meetings (ATM)**

## **Registration/Organization**

Whether it's a new team or an existing team, a registration/organization meeting must be held for parents, players and coaches. This meeting should be held once your team has been formed after tryouts. The RSC will be organizing a "Club" signing party to aid teams with player registration. Individual team meetings will be held at the "Club" signing party. The purpose of the team signing is:

- Have players and parents complete and sign a player application form for MYSL (select teams) or MSPSP (premier teams) or any other league a team is participating in.
- Receive passport size or smaller photos (which is used for the players pass card) and a photocopy of their birth certificate. It is suggested that Managers keep copies of birth certificates for future use.
- Receive first team payment from parents to cover preseason tournaments, RSC summer camp and uniform fees (if necessary).
- Provide families with their payment coupons for their club fees for the year. The first club payment will be due on 7/15.

RSC Club fees include Club registration, coaches fees, indoor practice fees, insurance, SAQ, Goalkeeping, office staff and ATM meetings.

At the team signing the coach will discuss season schedules, team goals, coaches goals, players and parent expectations, attendance policy for games and practices, including consequences for lack of attendance, indoor league play and practice schedules. Also, the coach should discuss their coaching philosophy. Tournament plans should be discussed. Teams should plan on supporting all RSC "Club" recommended tournament events.

## Uniforms

The team signing meeting is also a great time for new player uniform sizing. An RSC team uniform order form is available from the RYSL/RSC office. All uniforms are available at Soccer World. Soccer World will provide uniform samples for individual team sizing.

Every 2-3 years the RSC will renew the RSC uniform package. **All RSC team members must purchase the entire RSC uniform package. The present uniform package includes (a warm-up, two jerseys, two shorts, two socks, two training tees, training shorts and backpack).** The only exception will be the oldest age group teams (U18) that will only have to purchase the new RSC uniform. Each team will have to purchase two GK jerseys with RSC logo. The team will absorb the cost of the jerseys.

Soccer World is located at the northwest corner of Hamlin and Rochester Rd. (near Staples store & Outback restaurant). Phone is 248.608.6000.

## Preparing for the Season

A team checking account must be opened. Be sure to record all checks before depositing them. You may wish to make photocopies.

There will be a team registration meeting for managers prior to the start of every season. Managers will be required to bring Players applications, birth certificates and photos (assembled by the player) for all players at fall registration and for new players at spring registration. At spring registration, the manager will turn in pass cards for existing players. In addition, managers should bring six copies of their MYSL or MSPSP roster.

A team registration form will be completed at this meeting. If your team is playing in any tournaments prior to Labor Day Weekend, you should request early pass card pick-up on the team registration form. There is a \$35 charge for this (MSPSP fee is \$50). A check should be made payable to MYSL or MSPSP. It's a good idea to bring the team checkbook that night.

An RSC representative will register all RSC teams. Managers are not expected to attend MYSL /MSPSP registration meetings. They should however communicate with their coach and plan on attending the following meetings.

**Divisioning:** This meeting will place your MYSL team in the appropriate division for the upcoming season. The process is very simple. There will be a table with the age group and gender group of your team. All divisions for a single age group are usually listed on a single sheet of paper. It will indicate what teams are in your division. If you are in agreement that your team is in the appropriate division, initial the form. If you object to the division assignment or have any questions see a league officer. MSPSP division placement will be determined by the MSPSP prior to scheduling.

**Packet Pick-Up:** An RSC representative will pick up team registration information in preparation for the upcoming season. A team representative will be responsible for picking up this information from the RSC office once it becomes available.

**Scheduling:** Scheduling is a very hectic night. There must be a least two representatives from each team (usually the coach and manager). You will sit down with the other coaches and managers from your division and determine game times and locations. Your team will have been assigned game times prior to your teams scheduling. Your coach will have selected these times. If you may need a game time other than your assigned times there will be an RSC representative with additional available times. Remember in October it becomes dark earlier. A good rule is to attempt to schedule games with teams the farthest away first. MSPSP will forward game schedules to coaches prior to scheduling. MSPSP coaches schedule games and then submit their schedule on-line. If your team has requested early pass cards they can usually be picked up at the scheduling meeting (during early passcard pick-up for MSPSP teams). The RSC has a team scheduling form that must be filled out and presented to the RSC representative at scheduling night (MSPSP teams should submit to the RYSL office). This form includes all team games. This form is used to schedule referees for RSC home games.

## Game Time

The home team is required to provide corner flags, (If you have a new team you will have to obtain a set of corner flags), a game ball and a cash payment (see information from the league you play in for referee fees) for the referees. Each team/coach should also have a first aid kit. The home team wears white (or light colored) jerseys and the visiting team wears dark. In the event both teams are wearing similar jerseys, the home team must change. Players should always bring both jerseys to all games.

A player line up form must be completed and presented to the referee prior to the game. The referee will give a copy to each coach or manager after the game. You will receive a supply of these forms along with postage-paid addressed envelopes from the MYSL/MSPSP when you pick up your teams pass cards. The home team should give one of these envelopes to the referee along with the player form prior to the game. While most referees do not require player pass cards, they should be taken to all games.

After the game the winning manager is responsible for notifying the MYSL (myslstat@comcast.net) or MSPSP statistician of the score within 24 hours. In the event of a tie, the home manager is responsible for submitting the score.

# Tournaments

Tournaments are an excellent opportunity for teams to test themselves against out of state competition and in state competition they would not normally face during their teams league play. Tournaments also afford the opportunity for a team to bond and spend needed social time together. Each year, the RSC will select one to two “Club” tournaments where RSC club teams are expected to attend as a club. Club tournaments help promote club unity, camaraderie, and the opportunity for club players, parents and coaches from various teams the chance to get to know each other better.

Michigan tournaments are listed on the MSYSA Web site ([www.msysta.net](http://www.msysta.net)) out of state tournament information is available at ([socccer.com](http://socccer.com)). Registration deadlines are usually a minimum of two months prior to the tournament date. There are usually championship playoffs for teams that are U 11 and older and participation awards (plaques, medals...) for U8-U10 aged players. Most tournaments have websites with tournament rules, regulations and registration forms.

With the changing small-sided format changes throughout the country it is often difficult for younger aged teams to always find tournaments that provide small-sided games format. Make sure the tournament you are attending has the appropriate sized format for your team.

If your team is planning to participate in an out of state tournament, a permission to travel form must be completed and approved by the MSYSA. There is no charge for this form if you apply early. Complete details are available at [www.msysta.net](http://www.msysta.net).

A team representative (manager or coach) must attend a registration session the evening before a tournament. The representative must present a team roster signed (or stamped by the MYSL/MSPSP registrar), player pass cards, medical release forms, a copy of your coaches risk management card and permission to travel forms (for out of state tournaments). Also, most tournaments require the team representative attending this session to show a current risk management card. Players are usually required to report to a registration site one hour before the first game. Tournament field marshals will check in players for subsequent games.

For out of town tournaments either the manager or another parent should organize hotel reservations. Some tournaments handle hotel rooming, but most do not. The earlier you start, the more choice you have in terms of price and amenities. A hotel with an indoor pool is very important. Younger age group teams especially enjoy the swimming pool experience at tournaments.

## **Indoor League Play**

RSC teams are expected to play one to two indoor sessions. The coach and manager should begin early to identify which indoor facility their team will be playing. Indoor leagues vary from facility to facility. It is becoming more and more difficult to find consistent, competitive league play. Playing up an age group or two, and girl's team playing in boy's leagues are a couple of ways to keep your teams indoor experience competitive.

### **Facilities with indoor leagues:**

Liberty Park (Mound Road near 14 mile) 586.978.9070

Oakland Yard (M-59 in Waterford Twp.) 248.673.0100

Total Soccer Wixom (Wixom Road in Wixom) 248.669.9817

Total Soccer Royal Oak (Lexington Blvd. in Royal Oak) 248.288.2110

Genesse Fieldhouse (Grand Parkway in Grand Blanc) 248.655.2200

Ultimate Soccer (South Blvd west of Opdyke) 248.648.7000

## **Indoor Training**

All RSC teams are expected to train at least one day a week indoors during the winter months. The RSC will have training facilities available (in July or August) for RSC teams to reserve for training. Indoor training time is paid for through the club dues. If a team secures additional training time beyond what is provided by RSC, the team is responsible for paying for that time out of their team account.

## **Fundraising and Team Sponsorship**

All RSC teams may pursue individual team fundraising and sponsorship. All monies generated by an individual team will remain the property of their team. Individual team sponsorships may not conflict with RSC sponsorships. Sponsorship information can only be displayed on individual bags or signs.

## **All Teams Meetings (ATM)**

These meetings will be organized by the RSC and will take place quarterly. Each team is required to have one team representative at each ATM. All Teams Meetings are an opportunity for the RSC officials to discuss club issues with team representatives. These meeting are also a forum for team representatives to address issues and concerns with RSC officials. The team will be fined for failure to provide a team representative.

## **RSC Office Address and Website**

Rochester Youth Soccer League/Rochester Soccer Club: [www.rysl.com](http://www.rysl.com)  
1460 Walton Blvd., Building "C", Suite 203  
Rochester Hills, MI 48309  
248.650.0113

### **RSC Officials:**

RSC Fields Chairman  
Mike Dubeck  
mdubeck@aol.com  
248.505.5914 (cell)  
248.244.8847 (work)

RSC/RYSL Director of Coaching  
Mark Hamilton  
michigangoalkeeperacademy@hotmail.com  
248.656.1695

RSC/RYSL Administrative Assistant  
Diane Goethals  
[rylsoccer@sbcglobal.net](mailto:rylsoccer@sbcglobal.net)  
248.650.0113 (RYSL Office)

MYSL Representative  
Karen Catlin  
[karenmcatlin@yahoo.com](mailto:karenmcatlin@yahoo.com)  
248.650.0748

MSPSP Representative  
Diane Goethals  
[rylsoccer@sbcglobal.net](mailto:rylsoccer@sbcglobal.net)  
248.650.0113 (RYSL Office)

### **Additional Websites**

Michigan State Youth Soccer Association: [www.michiganyouthsoccer.net](http://www.michiganyouthsoccer.net)  
Michigan Youth Soccer League: [www.michigansoccer.com](http://www.michigansoccer.com)  
Michigan State Premier Soccer Program: [www.mspsl.org](http://www.mspsl.org)