



Manager Activities

Pre-Season

- Identify any team scheduling conflicts for the upcoming season so the dates can be blocked for games as well as identifying practices nights. Be sure to ask the parents if the kids are involved in any other activities, etc. so the issues are known in advance if possible. Think about spring breaks, school events (prom, SAT/ACT, etc.)
- For new players, be sure the players have their photo and birth certificate loaded in to GotSport.
- Email medical release form to all players (can be found on website). This is required to be completed and needs to be taken to all practices, games and tournaments. Coaches should also have a copy. An electronic copy will suffice.
- Discuss the game scheduling meeting with the coach to determine who is representing the team. See section below on scheduling meeting.
- Register for tournaments (If your coach coaches two teams, make sure your schedule will allow for him or her to be there). You are responsible for all documentation for the tournament which includes check-in and paperwork.
- Ensure player cards are laminated and ready for the season. They will be needed for all games and tournaments.
- Download a Q-reader app. Bookmark the GotSport website on your phone. This is mobile enabled. These will be needed during the season. With this app and website you will be able to use virtual player's cards and report game scores.
- Work with the coach to set up a team meeting at beginning of season with all players, parents, and coach(es).
- Make sure families have ordered uniforms. Soccer.com is our vendor.
- Make up and send out a list of contact info for your team or use Teamsnap to have this available for all team members and families. All of this information can be found in GotSport.
- Print and review roster once registrar has registered the teams

During the Season

- Keep a steady line of communication with parents and coach (emails mostly, phone calls, team meetings, etc.). Many managers use the App Teamsnap. It has a free version.
- If your coach has multiple teams, ensure all events are coordinated together with the other manager so everyone is aware of any conflicts.
- Tournaments - communicate all fees, hotel, directions, schedule, food plans to the team. Some teams coordinate more than others so this is dependent on the participation of the group on how much team planning can occur.
- Watch the weather and communicate as needed -
 - a. For Practices: Boilers FC will send emails out to Coaches and Managers when fields are closed.
 - b. For Games: You need to watch the ISL website. ISL will email you with changes to your schedule. If a field is stated closed on the ISL website, that doesn't mean your game is cancelled... They may have just moved your game.

Game Related Tasks

- Per Registrar deadline – email club registrar with any club passes that have been agreed upon between head coaches of both teams. Manager or Coach should contact another team’s player to club pass. This should go through the club pass players head coach.
- ~ 2 days before a game, send an email to the other team’s manager to confirm the game. For away games, confirm directions and ask for any other changes. For home games, ask if they need directions and let them know what restaurants are nearby for potty breaks so they don’t have to use the port-a-potty at ECC or Boilers FC fields in West Lafayette (formerly Tippco).
- ~2 days before the game, send the parents an email with game info - uniform color, directions, how long it will take to get there, what time the coach wants the kids there, weather, etc.
- Night before, print the game cards. You print this from the GotSport.com website. (Use the instructions here <https://gotsport.zendesk.com/hc/en-us/articles/360052832054-How-to-Print-a-Match-Card>)This is a paper that lists both teams and all their players. You need to print 3 copies of this form. One for us, one for the referee and one for the other team (even though they don’t usually need it). This is used to verify the roster and ensure kids are properly rostered and registered for the game.
- Pay the referees - we pay ½ of all game referees fees (Club Treasure will give these to team manager/coach). If you have any unused money at the end of the season, turn it in to the treasurer.
- Players Cards – give the head referee the player cards for check in. Either virtual or paper. Be sure to get them back after check in. These are critical to keep safe. You can access virtual cards via the GotSport.com website. Here are the instructions <https://gotsport.zendesk.com/hc/en-us/articles/360053455954-How-to-Print-a-Roster-Player-Cards-For-An-Event-Roster->
- Report scores – After the game, using the dial-in number or the GotSport website (using QR code), you must report the game score. There are instructions on the bottom of the game cards. If you have input on the game, you can also submit a game report. Do NOT report yellow or red cards, referees are responsible for this.

Player Misconduct

- Yellow and Red Cards
 - a. 1 Yellow means a warning.
 - b. 2 Yellow cards in the same game = Red card and player must leave the field and will be suspended for the next game. This per league or tournament not across. Example: player gets a red card in a league game and your next game is a tournament, they can play in the tournament.
 - c. 3 Yellow cards across games per league or tournament = Red card and player will be suspended for the next game.
 - d. Red card during a game means player must leave the playing field and is suspended for the next game within the same league/tournament.
 - e. All yellow and red cards will show up under Misconduct on your team GotSport account. Referees sometimes do not record these. If they do not record a RED card, I would still have the player sit the next game because if the league finds out the red carded player played, they will make you forfeit that game.

Scheduling Meeting

- Be sure to gather any and all date conflicts from your team prior to the scheduling meeting
- Agree with the coach who will be attending for your team
- Take a calendar of availability with you to the meeting
- There will be reschedules, be prepared to work with other teams to discuss conflicts in game dates, etc.
- When rescheduling, be sure to check your calendar for availability. We can typically make changes for one week after the meeting. If we reschedule after this, there is a fee to the club.
- For coaches with multiple teams, ensure the games are spread out enough to give the coach enough time for driving, warm-ups and the game. Work with the other team manager to know all conflicts for the coach for their team as well. For example, you may sign up for different tournaments and you need to be aware that the coach has conflicts on those dates so you don't schedule a game in which they can't make.
- Plan for 1-2 hours for the scheduling meeting. This time does not include the drive. Meetings have been via Zoom during COVID. These have been much more efficient.

Tournaments

There are many tournaments available around the Indy area each season. A few tournaments that are popular within the club are:

Indy Burn – www.indyburn.org

Socctoberfest (Fall) – www.zysa.org

Nightmare at the Rock (Fall) – www.nightmareattherock.org

Fishers Halloween Classic (Fall) – www.fishersc.org/classic

FC Pride Cup (Fall) – www.fcpride.org/tournaments/cup/379822.html

Indy Burn Kapsalis (Spring) – www.indyburncup.org

White River Classic (Spring) – www.noblesvilleunited.com

Classic at the Rock (Spring) – www.classicattherock.org

Challenge/Presidents/State Cup (Spring) – www.soccerindiana.org

Websites

Indiana State Soccer - www.soccer.indiana.org

Indiana Soccer help section - <https://www.soccerindiana.org/leagues/isl-webinars-documents/>

GotSport – www.system.gotsport.com/users/login

Boilers FC – www.boilersfc.org

Tourney Website: www.gotsoccer.com – Events tab

Club Contacts

Your first point of contact is the Director for your age group

Youth Boys Director – Andy Evans

Youth Girls Director – Dawn Spitznagle

High School Boys Director – Interim – Alister Newby

High School Girls Director – Sue Lasater

President – David Ungaro

Vice President – Aaron Cooke

Secretary – Interim – Andy Evans

Treasurer – Craig Voll

Uniforms/Decals/Spiritwear – David Kovich

Registrar – Cory Sengsanith

Fields – Jason Huber

At Large – Jeff Powell