



Team Manager Handbook

2024-2025 Competitive Year

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Welcome

Dear Team Manager,

We are excited and grateful that you have volunteered to be a Team Manager for Newberg Youth Soccer. Team Managers play an important role in the success of our programs.

Team Managers are critical participants in the high standards we aim to achieve around communication and team coordination. The Team Manager acts as the primary administrator and communicator for each team. This important position allows the coach(es) to focus on coaching the team. The Team Manager acts as the primary point of contact between coach(es), players, parents, and the NYS Club. The club recognizes the many benefits our team managers provide and have seen the additional support that come when team managers work together.

Thank you for the work you do to make this a great year!

Steve Cook
Newberg Youth Soccer - President
president@newbergyouthsoccer.com

Onboarding Steps

- Registrar will set each Team Manager up with TeamSnap permissions and share access to the following:
 - Background check
 - Mandatory reporter training
 - Concussion Training
- Send the following information to the Communication Coordinator, info@newbergyouthsoccer.com
 - To be added to our [Club Leadership Contact Sheet](#) which includes information for our current Board Members, Coordinators, Coaches, and Team Managers
 - What team you are helping manage
 - Phone Number
 - NYS Email (once you have set it up) a photo of you (nothing professional required, even a simple selfie is good)

Club Contacts

You can find current information about our Club Leadership on our website

- [Meet Our Coaches](#)
- [Board & Coordinators](#)

Responsibilities

This overview should be reviewed with the coach to determine what support they want, and if any of these tasks are things they prefer to manage themselves. It is strongly encouraged that the Team Manager enlists the help of other parents in fulfilling some of these responsibilities. By doing so, you can reduce your workload throughout the seasons and you encourage more participation from team parents. If you enlist parent volunteers to help coordinate certain team manager responsibilities, the team manager still maintains the leadership for that team's organization.

The Team Manager and the Coach must have a meeting before the start of each season to determine exactly what kind of assistance your coach needs using the responsibilities below as a guide. Following that discussion, organize a team meeting with the coach(es), players, and parents. Items to be discussed at the meeting include:

- Coach's expectations of players and parents
- Schedule/locations of practices, trainings, and games
- How cancellations of practices and games will be communicated
- How and when to communicate with the coach, with the team manager, and with Newberg Youth Soccer Club
- Plan team building activities to foster camaraderie among the players, parents and coaches
- How to get general information regarding Newberg Soccer Club (handbook on website/paper copies available by request)
- Tournaments scheduled

Pre-season

- Submit background check to Affinity, and complete online Mandatory Reporter training.
- Submit a photo for a team manager card.
- Work with NYS Registrar to ensure necessary documentation is submitted for registering players with OYSA.
- Create team binder with player/coach cards, player medical information, league rules, and league contact information. You may need to insert additional pages/forms after initially creating it.
- Update TeamSnap with information such as jersey numbers.
- Work with families to ensure uniform kit is ordered and received.
- Make sure the team has a stocked First Aid kit on the field.
- Keep TeamSnap updated with practice times and game details.

Effective communication with your team is paramount to your success as a team manager. A definitive and consistent plan for communication with your team is required. This will also help ensure that the families' email inboxes are not flooded with emails from the team.

For your team

- Distribute your cell phone number to all families and make sure to have your cell phone with you on game and practice days. This will ensure that you can provide directions if anyone gets lost or if other issues arise.
- Make sure families are set up with TeamSnap notifications. Do an app/website walkthrough if it would be helpful.
- Set a standard expectation early in the season with the frequency of your communication
- Send out a weekly communication with the schedule for the week and any other necessary information. This should be done over the weekend so that families can plan their upcoming week.
- Establish a protocol for communicating emergency information (a last minute cancellation or field change)
- Send out other information as needed throughout the season and the off-season (This also includes any information that Newberg Youth Soccer Club may ask the team manager to pass along to their team.)
- Communicate Pre-Game Day Items (ensure game day availability of all players, which uniform combination should be worn, what time to arrive at game, where game is located, directions to the field, how long it takes to drive to the fields, and any other pertinent information) (Let the coach know which players will be missing the game.)

In Season

- Team Binder & player cards at games, depending on the coach this may be something they maintain.
- Fill in jersey numbers on the team roster in Affinity.
- For U11-U18, print Official match roster from Affinity.
- For U8-U10: During the fall season, fill in the appropriate roster with player names and birthdates; during the spring season, print a “game card” from Affinity. Have the Registrar sign the roster, and then make enough copies for each game. In the event of a game cancelation, work with head coach, OYSA, and the opposing team’s coach/team manager (as necessary) to reschedule. (this may be different depending on league a team participates in.
- Although team managers have the ability to report match scores, let the coaches assume that responsibility unless there are extenuating circumstances.

Season End

- Help organize an end of season team gathering.
- Return binder and player cards to NYS Registrar.

Participant Conduct

Newberg Youth Soccer players, parents, and coaches are expected to demonstrate sportsmanlike conduct on and off the field. Additionally, statistics show that 70% of children quit youth sports by age 13. Stories abound of youth coaches who quit due to abuse from the parents. Referees are becoming increasingly hard to come by as they leave their positions due to poor behavior from coaches and parents. Following Newberg Youth Soccer's Participant Conduct Policy will help ensure that our children, their coaches, and the referees are safe and respected.

Failure to follow Newberg Youth Soccer's Participant Conduct Policy may result in disciplinary action including but not limited to: verbal or written warnings, suspension from games and practices, ejection from matches, or dismissal from the team.

For Players

- Treat teammates with kindness and respect. You don't have to like all your teammates, but you must not treat them poorly. Personal problems are kept off the pitch and resolved outside of practices and games. Bullying will not be tolerated.
- Treat your coaches with respect. Listen when the coach is teaching, follow directions, and regard your coach as a mentor and authority figure.
- Accept coaching decisions with grace. You can respectfully voice your opposition in private after practices or games.
- Arrive to games and practices on time and ready to give your best effort.
- Make an effort to attend team bonding activities.
- Follow the rules of the game.
- Accept referee decisions with dignity. Arguing with or swearing at referees is unacceptable.
- If someone is injured in a game, take a knee until the incident is resolved.
- Shake hands or high five opponents after every game.
- Win or lose fairly. No gloating or taunting when the results are in your favor, and express your disappointment or displeasure in a mature manner after losses.
- No retaliating against fouls.
- Have fun and enjoy the game.

For parents

- Help us remove abusive sideline behavior in youth sports by remembering that these are children, this is not a pro league, and your children's sports are not about you.
- Encourage your player to do their best and engage in sportsmanlike conduct. Set the example by doing the same.
- Accept coaching decisions with grace. Take up any problems you have with the coach in private.
- We ask that you not approach coaches with game concerns until the day after a game.
- Cheer, encourage, and support from the sidelines. Please do not coach or jeer from the sidelines.
- Demeaning referees or players from the sideline may result in being ejected from a game.
- Communicate with the coaching staff and team manager about injuries, illnesses, and absences.
- Support your player in their soccer journey by attending meetings and team bonding experiences whenever possible.
- Teach your athlete how to communicate with their coach.

For coaches

- Treat players and parents with respect.
- Put the well being of your team above your desire to win. Encourage your players to do their best, and support them in their soccer journey.
- Communicate with the team managers, players, and parents in a timely manner.
- Set the example for good sportsmanship by refraining from yelling at players and referees during games and practices.
- Listen to questions and concerns, and respond with dignity and respect.
- Correct players firmly but respectfully. Do not demean or put them down.

Best Practices

Below is a sample list of some best practices that have been developed over several years.

- Set a reminder to print the Official match roster.
- Remind parents to update TeamSnap availability using the “reminder” function on the TeamSnap web interface.
- If possible, have an extra jersey and shorts on hand in the event of blood during a game.
- Encourage parents to turn on messaging and notification alerts in TeamSnap to keep everyone up to date.