



VANCOUVER UNITED FC

Game. Club. Community.

MANAGER'S MANUAL

2019-20 SEASON

Managing a youth soccer team (divisional U13-U18)

Collecting info from your team

When I am first creating a team or adding new players to my existing team I always write an email welcoming them to the team and to collect the basic contact info I need to manage the team...

The info I ask from every player is:

-Player name:

-Player birthdate:

-Player phone number and email

-Both Parents names, phone numbers, and email address

-Home address

And the most important is they have to give permission to share this information with the rest of the team

This info is important for regular communications, setting up carpooling, filling rosters for tournaments and cup play, and other stuff.

I collect all the info and create a google doc as a record that I can then share with the coaches and keep track of all the team information.

Other info I add to this google doc is:

-Jersey number and size

-BC soccer ID number

-payment for various tournaments and such

I also collect \$50 from every family on the team to cover ref and/or field fees for friendlies or extra training, coaches presents, food for team get togethers, extra equipment such as portable field benches or covers, ets.

Uniform and Equipment Collecting and Hand out

Uniforms - VanU supplies all players with 2 jerseys (White for away and Green for home) They can be collected at the beginning of the season (september) during specific hours (hours are emailed to team officials from office). Uniform pick up/exchange is at the park house at Chaldecott park: 4175 Wallace St, Vancouver, BC V6S 2J3

<https://www.google.com/maps/place/Chaldecott+Park/@49.2489508,-123.1922006,15z/data=!4m5!3m4!1s0x0:0x371c9013ea6c781b!8m2!3d49.2489508!4d-123.1922006>)

When you pick up the jerseys it is helpful to know what sizes you need and the quantity. You will also be picking up any shorts and socks the players paid for in their registration (They will have a list of the purchases at the pick up location).

-When I hand out the jerseys I do not give the boys number choice. They line up from smallest to biggest and I hand out the jerseys. You must keep a record of the numbers and sizes of each jersey to add to TeamConnect and the jerseys must be returned at the end of the season.

-If a jersey is lost the player must pay \$50 and return the jersey they still have, only then can they get a replacement jersey.

-When returning the jerseys at the end of the season, they must be washed and put on a wire hanger with the green one on top of the white.

Equipment is picked up from Camosun park at the beginning of the season: 4102 W 16th Ave, Vancouver, BC V6R 3E3

<https://www.google.com/maps/place/Camosun/@49.2573845,-123.2000684,15z/data=!4m5!3m4!1s0x0:0x52a9a7d178ebc553!8m2!3d49.2573845!4d-123.2000684>

The office will let you know when pick up dates and times are for equipment. All equipment has to be returned at the end of the year. Equipment each team is provided with is: 18 balls in ball bag, cones, pinnies, first aid kit, and coaches bag with game ball.

Academy Kits: There is a separate kit that each player needs to for academy. The academy kits are handed out at the fields during academy on the second and third weeks. The academy kits include socks, shorts, jersey, and rain jacket and are included in the academy fee. We have our team wear the academy kit to every practice.

**If you would like to purchase further academy kits or playing kits. Please contact the office for store hours and location.

For any inquiries about equipment or kits contact: operations@vancouverunitedfc.com

Setting up TeamConnect for schedules, Virtual ID cards and Game Rosters

Your age group coordinator will send you an email with an invitation to TeamConnect at the beginning of the season. Even if you have already used TeamConnect in the past you will still need a new invite for every season.

-Once you have logged on you can now invite all the players and parents.

-You must also add jersey numbers to each player page. You can do this by editing each player.

-Most important there must be a current headshot of each player by each of their names. These pictures are used for the virtual ID cards needed to play in the games. If there is no picture or the picture is hard to see they can ONLY be changed by the parent of the player. This is how I tell the parents to change/update the pictures:

To change the picture for the player cards please use the StackSports login:
<https://vancouverunitedfc.com/en-ca/player-registration-information>

This is where you need to go and then press the [Stack Sports VUFC MEMBER LOGIN](#) button. It will then take you to the login for your Vanu registration. To change the pic you press on the pic and it should let you delete the old image and then upload the new.

Another easy way to change the picture is through the Roster page on TeamConnect on your computer. Find your player and then upload a new picture ...<https://team.stacksports.com/#roster>

Virtual ID cards

To access the Virtual ID cards the coaches/manager must download the TeamConnect App on their phones. It looks like this:



Once in the App:

- Go to the correct team page
- Then the Schedule tab - pick the current game
- Then press "Game Day Roster"
- This will open up the roster in a web browser. (This is also where you can add guest players)
- Select the players that will be on the roster and press "Virtual Player Cards"
- This will open in another page of the web browser...the ref can now scroll through the player cards

all Metro teams must have the Virtual ID Cards and rosters for the first game. Div 1, 2, and 3 have a couple of weeks into the season to have theirs.

Game Day Rosters

You must print out 2 copies of the game day roster no earlier than 2 days before the game. To print the roster:

- On TeamConnect pick the schedule tab
- Then the current game
- At the top of the game info press "Game Day Roster"
- This will open up the roster in a web browser. (This is also where you can add guest players)
- Select the players that will be on the roster and press "Create Game Day Roster"
- This will open in another page of the web browser...you can now print 2 copies. Make sure the barcode on the bottom is printed as well. The ref will scan this code at the beginning of the game.

Score reporting

Score reporting has been different for every season and tournament since I started as a manager.

But for the 2019/2020 season it is as follows:

The score must be reported by the home team as soon as possible after the game is done. To report the score please use the following link to the BCCSL score reporting page:

https://forms.zohopublic.com/virtualoffice15900/form/JobApplicationForm/formperma/Yw7vzb94yWEMJ-4oB_CatV9_IZ0bic2p8j0oNEIJRIQ

Scores reported using this link will get updated within 24 hours to the standings on the BCCSL website.

Adding practices/extra games to TeamConnect

- You can add all practices to TeamConnect as soon as the practice schedule comes out (It should be sent to all the team officials as soon as it is ready).
- You can also add academy practices and/or Friday practices, if applicable to your team.
- Friendlies and tournament games will also need to be added to TeamConnect by the manager
- Your team should update all availability as soon as they know.
- Regular season games are automatically added to TeamConnect by the administrator.

Contacting the opposing team before a game

If you are the Home Team - Must contact opposing team by the Wednesday before the game to confirm game information including jersey colour. (cc your coaches)

All the contact names are on the BC coastal website under the opponents name.

When I write the opposing team for confirmation I also let them know the parking situation near our field and if the fields have benches and covers for the field. The Map to Warren Turf is also usually wrong on the BC coastal website so I also add a link to the correct field.

Here is an example of the email I send the opposing team:

Hi NVFC Fury,

Just confirming our game with you this coming Saturday September 15, 2018 at 11:00am at UBC Warren Turf field. The field does have shelters and benches for the players but unfortunately there is pay street parking. The location of the field is not correct in the link on the BC Coastal website (It will send you to U-Hill turf). I have attached the correct link here:
<https://www.google.com/maps/place/Warren+Field/@49.2520988,-123.2401855,15.4z/data=!4m13!1m7!3m6!1s0x548672d22f75bd51:0xdcd92fa6bd6feb8!2s3250+E+Mall,+Vancouver,+BC+V6T+1W5!3b1!8m2!3d49.2541227!4d-123.2392653!3m4!1s0x548672cdd8c0b963:0xe1b1dec067c50a98!8m2!3d49.2571254!4d-123.2424778?hl=en>

We will be wearing green. Looking forward to the game:)

Pat,
Manager VANU U16 Aces

*sometimes in UBC there are road closures or no parking on East Mall for different events. If I know about them ahead of time, I will let the opposing team know as well as my team.

If you are the Away team - After they contact me with confirmation I confirm the colour of jersey we will wear and also ask if there are benches and covers for the players (If I don't already know). If they don't confirm with me before Wednesday I often email them to ask for confirmation.

Game missing on Schedule

If your home game is missing in BC coastal soccer league website please contact the current VYSA scheduler at soccer4vysa@gmail.com. The current scheduler is Patricia Banks.

Team Meetings

At the start of a new season the coaches and I often have a meeting with all the parents and players of the team. We outline our expectations for the year and give an outline of the plan. We also answer any questions that might arise. This meeting can happen after a game or practice as long as as many parents as possible can attend.

I also have the parents and the players sign a code of conduct form so everyone is clear on what behavior is and is not acceptable (Including sideline coaching).

Playing time club policy:

Throughout the year the coaches will also have one on one meetings with players and their parents (this can happen after practices over a couple of weeks). The coaches will touch base about the players strengths and weaknesses.

Keeping Attendance

I ask all my players to always keep their availability up to date. And if they do need to miss a practice or game to always add a note of why.

For the higher tiered teams it is important to take attendance for practices and games. I also add a note of the reason for the absence (school camp, flu, injury, etc.) The coaches and club use the attendance during evaluations.

Calling Up Players

If your team needs to call up players the first teams to ask is the same age group but lower division. If there is no team, then the next is an age lower, same division. It is good practice to get in touch with the coaches of the team(s) you might pull from through the year at the beginning of the season.

Extra training fields for friendlies or practice

If you would like to ask for a field for a friendly game or an extra practice you can email: operations@vancouverunitedfc.com

Cost for fields varies from field to field and your team covers the cost. You can ask the opposing team to cover half the cost. (I use the team fund for these costs)

UBC fields are : \$85-105 per hour

School board fields are: \$35Per hour

Parks boards fields are: \$35Per hour

Referees for friendlies are also \$25 - \$50 per hour?

To book a ref please contact KEVIN OMALLEY

The Changing of the Season and Team

This can be a very difficult thing to navigate...

- The season for an age group lasts from September to June
- The season for a team lasts from March to March
- Evaluations are in February to April
- Cup play for A Cup and Cup finals for B Cup are in April After evaluations **BUT** can only be played by the team from before evaluations
- Cascadia league (spring league) is usually the new team, but can have other players from other teams. But you have sign up for Cascadia before evaluations.

Cascadia Spring League

- Cascadia is an optional Spring league for those teams that would like to play spring soccer.
- It lasts from April to Mid June
- It usually costs \$150 per player.
- It usually consists of 1 game a week and 1 practice a week.
- Some age groups have a Metro level and some don't...it depends on how many teams sign up.
- In the past...games, roster info, virtual ID cards and score reporting all happened through GotSoccer

Cup A and Cup B

- Coastal Cup A starts in April and takes place over a number of weekends into June. (It is after evaluations but can only be played by the previous season team)
- Coastal Cup B starts in the fall (regular games will not be played during Coastal Cup B game weekends). Coastal Cup B finals start in April and go into June. (the finals are also after evaluations but can only be played by the previous season team)
- For both cups a team only proceeds to the next game if they win their game. Games can end in penalty shootouts...because there always has to be a winner.
- Metro teams are automatically entered into the Coastal Cup A.
- Div 1 and 2 teams are asked by VanU if they would like to play in Cup A or Cup B. If yes... the club will sign the team up.
- Teams that win the coastal cup final will then go to Provincials.

Provincials

- Teams that place first in the league or win the Coastal Cup are invited to provincials.
- Provincials usually happen in the first week of July over 4 days (1 game per day) somewhere in BC.

Tournaments

If your team would like to take part in any local tournaments there are a number that are approved by the club:

Umbro Challenge Cup is a 3 day tournament during the May long weekend

SX Spring Cup is a 2 day tournament in June

SX International Cup is a 3 day tournament on the Labour day weekend

These tournaments all cost between \$500-\$700 per team (early bird cost is less) and they are entirely paid for by the team. The manager/coach signs the team up for the tournament and pays for it (then ask for fee from the rest of the team)

- When you sign your team up for the tournament you will need to provide the age group and level your team will play in.
- Please note that spring tournaments are still the age group of the previous winter season.
- Tournaments do not need ID cards but can ask for proof of age from players.
- You will have to fill out a roster sheet for the tournament (they will provide it and let you know when it is required by)
- You do not need to print out roster sheets for tournament games
- Refs usually record the scores

If you would like to attend a different local tournament or an out of town tournament please get in touch with the club for confirmation. Please contact: GUS KARVELIS

Training

Team Training - Fall/Winter Season

Depending on the level of play and age group there are 1 or 2 practices per week. The club will send out the final training schedule a week or two before the fall season starts and the schedule lasts until the end of the season in February. You can expect to get ¼ to ⅓ of a turf field for all practices.

Team Training - Spring Season

There are usually 1 or 2 practices per week on grass for the spring season.

Monday Academy

Metro - U13 and U14 Metro level have a mandatory included fall academy. A club Coach will train each team together. (No team coaches are needed)

Is winter academy included and if not, mandatory for Metro level?

Other divisions U13 and U14 - there is academy for any player in U13 and U14 that wishes to join for an extra fee. Club coaches will train age groups together

Any Team that wishes to join academy as a team can. There must be a minimum of 12 players from the team. Contact Gus for more information: gus@vancouverunitedfc.com

Friday Plus Program

This is a free program for any U11 to U13 Div 2 and 3 team that would like to have the opportunity to work with a VUFC staff coach on Friday evenings. See the website for more details: <https://vancouverunitedfc.com/friday-plus-program>

Evaluations

Evaluations happen over a number of phases. Most are taken care of by the club and the teams coaches. As a manager you need to let your team know when they will need to sign up for the final phase of evaluations which happen at the end of the season (March/April). If you have a player that would like to try out for a higher level make sure they know the correct evaluation date. Metro evals will be first and then Div 1, Div 2 and so forth.

Qualifications to be a Manager

To be a manager of a youth team you must do:

-Criminal record check which is very easy online and free to do. For more information and the link to get it done here is a link the VUFC page: <https://vancouverunitedfc.com/crc-information>

-Concussion training - Once completed you can upload it to your stack sports account

Here is the link to the course: <https://cattonline.com/lessons/coach-introduction/>

Team building

It can be valuable to have team building activities to help the team to get to know each other on a personal level. Whitecaps games can be the perfect activity and the Whitecaps offer lower priced tickets for youth sports teams.