

NJ Rangers FC

COACHES/TEAM MANAGERS MANUAL



The following manual was created to help you as the team manager get through what is perhaps the most challenging position. As the team manager, you will be responsible for keeping everyone involved in the team up to date with all information regarding practices, league games, tournaments, club events, etc. Organization and communication is the key to making it all happen. We are always there to help you along the way by answering any questions you have.

Board Member Functional Responsibilities

President

- Responsible for overseeing the Executive Board meetings
- Oversees all operations of NJRFC
- The president or his designee will be responsible for 501(c) 3 related activities
- Responsible for supervision of all such NJRFC activities unless the president deputizes another executive board member to do such.
- Uphold the by-laws and execute the polices and procedures approved by the executive board
- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database
- The President or his designee shall sign all agreements, contracts, leases, deeds or any other instrument as may pertain to the ordinary course of this corporations business, subject to the approval of the Executive board
- Oversees NJRFC affiliations with facilities
- Shared responsibility with VP BO e for overseeing team managers i.e. training and communications on club policies
- Responsible for working with team managers (or field assignor if job function is filled by a separate individual) to coordinate home fields schedules and referees
- Responsible for risk management/safety assessment of club
- Responsible for scheduling of all NJRFC facilities
- Responsible for establishing training schedules
- Responsible for establishing special player clinics in conjunction with director of coaching
- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database
- Uphold the by-laws and execute the polices and procedures approved by the Executive Board

Vice President Business Operations

- Assist Vice President of Soccer Operations with responsibilities involved with overseeing NJRFC affiliations with facilities
- Oversee NJRFC affiliations with outside vendors/sponsors
- Signature authority for contracts specific to special events as approved by the executive board.
- Shared responsibility with VP SO e for overseeing team managers i.e. training and communications on club policies
- Responsible for budget forecasting

- Responsible for oversight of webmaster/website activities
- Liaise with account firm as to actuals and report to executive board on monthly basis
- First Line of communication between board and teams
- Responsible for overseeing financial aspects of equipment management
- Assist Director of club promotions with coordination of Special Events – Responsible for overseeing independent committees if necessary to organize club social functions/fund raising events
- Assist Director of club promotions with coordination of NJRFC advertising and marketing efforts
- Maintain club database of players
- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database
- Uphold the by-laws and execute the polices and procedures approved by the executive board

Director of Coaching and Player Development

- Responsible for coordination of coaching staff and approval of all coaches in conjunction with the final approval by the executive board prior to assigning coaches to a team. May replace, remove or suspend any coach with final approval by the executive board that violates the by-laws of the corporation and overall coaching policies instituted and approved by the Executive board in conjunction with Director of Coaching.
- Observe each coach a minimum of twice per season (training and league/tournament play).
- Evaluate coaching staff twice per year and proven written report to coach and executive board.
- Oversee coaching staff meetings and report to executive board
- Responsible for ensuring adequate needs are communicated to equipment manager
- Creation of age specific player development programs.
- Coordinate training program for coaching staff.
- Development specialized technical and or tactical training sessions to be offered once per season (Fall/Winter/Spring) to players.
- Collaborate with coaches as to league affiliation for teams.
- Coordination and execution of all try-outs
- Provide continuing education opportunities to the staff and encourage staff to participate for career development
- Advise coaches' as to tournament participation.
- Develop and share strategies with coach to improve the level of competition of all teams

- Have a primary responsibility to any and all NJRFC activities including but not limited to league games, tournaments, scrimmages, and training sessions.
- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database
- The director of coaching and player development will adhere to any and all responsibilities and or codes of conduct which may not be outlined in said document but which are enforced by NJRFC as outlined in the NJRFC bylaws and polices and procedures.
- Uphold the by-laws and execute the polices and procedures approved by the executive board

Director of Professional Development

- Oversee plans for potential future building plans for facilities.
- Oversee plans for potential franchise opportunities
- Investigate new opportunities for club expansion
- Responsible for drafting and maintaining club's long term goals
- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database
- Uphold the by-laws and execute the polices and procedures approved by the executive board

Director of Public Relations

- Coordinate major sponsorships (501 c 3)
- Assist with recruitment of teams/players/coaches
- Involvement with partnerships
- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database
- Assist director of financial operations with coordination of Special Events
- Assist Director of financial operations with coordination of NJRFC advertising and marketing efforts i.e. media guide
- Uphold the by-laws and execute the polices and procedures approved by the Executive Board

- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database

Director of Player Relations

- Assist in development and maintenance of alumni database and webpage
- Coordinate and execute with the assistance of other college coaches affiliated with NJRFC an information session for college bound players and their parents.
- Assist players with the development of individual player profiles
- Coordinate and execute with the assistance of team coaches college recruitment opportunities for NJRFC players
- Standing member of special event committees such as the holiday party, casino night, golf outing, tournaments, etc.
- Assist in any European touring plans for teams
- Uphold the by-laws and execute the polices and procedures approved by the executive board
- On a rotating basis (schedule set and approved by board) act as scribe for executive meeting minutes. Utilize NJRFC templates to circulate the minutes for review , distribute final minutes, agenda for next meeting, and archive on web database

Non-Board Member Functional Responsibilities

Equipment Manager

Responsible for maintaining inventory and distribution of equipment and uniforms for players and coaches. Liaison between team manager, players, and board as it relates to inventory and distribution of equipment and uniforms.

Coaches

- Coaches will conduct themselves in a professional manner at all times.
- Coaches will ensure safety of all players at all times during NJRFC sanctioned play and training sessions.

- Coaches will be present at least fifteen (15) minutes prior to all training sessions.
- Coaches will be present at least forty-five (45) minutes prior to games and scrimmages to include those games associated with tournament competition.
- Coaches will attend a minimum of ten (10) of the twelve (12) scheduled coaching staff meetings. Coaches can not miss two (2) or more consecutive staff meetings. Severe absence as deemed by the executive board can result in a monetary fee payable by the coach.
- Coaches will arrange for coverage of a training session in the unforeseen instance that the coach can not attend the training session. **TRAINING SESSIONS ARE NOT TO BE CANCELLED FOR REASONS OTHER THAN EMERGENCY SUCH AS (ILLNESS, DEATH, BIRTH)** the coach shall attempt coverage in the following order: assistant coach then program director and finally director of coaching. **The director of coaching shall always be notified via email within 24 hours by the coach of the agreed upon coverage plan.** At the board's discretion the coach may be responsible for paying the covering staff member \$150 per session missed.
- Coaches will supply DoC with a written copy of their resume updated annually.
- Coaches will attend a minimum of four (4) try-out dates and act as an evaluator or in any other capacity on behalf of NJRFC as scheduled by the director of coaching.
- Coaches will supply each player with evaluations throughout the season. A minimum of two (2) written evaluations must be provided to each player with a set of copies given to the director of coaching and the end of the fall and then again the spring season.
- Coaches will record attendance for all training sessions, scrimmages, league games, and tournament competition. Coaches will submit ad hoc these electronic records to the director of coaching or any other NJRFC board member requesting such information.
- Coaches will prepare session plans for each training session and maintain these plans for the calendar year. Coaches will submit ad hoc these electronic records to the director of coaching or any other NJRFC board member requesting such information.
- Coaches will prepare a team sheet (line up) for each league and tournament competition game. Coaches will submit ad hoc these electronic records to the director of coaching or any other NJRFC board member requesting such information.
- Coaches will actively participate in recruiting efforts for the club.
- Coaches will make every attempt to participate in all NJRFC events to include but not limited to (holiday party, golf outing, tournament, etc).
- Coaches will wear NJRFC issued coaches' uniform to any and all training sessions, scrimmages, league games and tournament competition.
- Coaches will collaborate with the team manager on any and all team administrative duties as outlined in the team managers' handbook, and

provide information as requested **in a timely manner** to assure the flow of communication to the parents and players is clear and concise.

- Coaches will ensure each team is equipped with proper training supplies to include a first aid kit. If training supplies are required, coaches will contact the appropriate NJRFC equipment manager to obtain such supplies.
- Coaches who receive a red card will be responsible for paying any league, tournament, and or state fines. The coach will also be subject to possible disciplinary action by the NJRFC Executive Board.
- Coaches will fully disclose by completing and if necessary updating Exhibit A of this contract with any affiliation with other athletic teams, clubs and or training companies with which the said coach is associated and or employed.
- Coaches have a primary responsibility to any and all NJRFC activities including but not limited to league games, tournaments, scrimmages, and training sessions.
- Coaches will adhere to any and all responsibilities and or codes of conduct which may not be outlined in said document but which are enforced by NJRFC as outlined in the NJRFC bylaws and polices and procedures. Upon signing of the contract NJRFC will provide the coach with such documents.
- Coaches are ultimately the leader of the assigned team and therefore responsible for the organization and execution of all team events through the assistance of the team manager.
- Coaches will attend a minimum of 2 out of 5 of all indoor scrimmage fests hosted by NJRFC.
- Coaches will adhere to all league, state, tournament or soccer affiliate rules will operating under the NJRFC for training, league game, scrimmage or tournament competition.
- Coaches will receive a minimum of two written evaluations from the DoC of training session which the coach will have the opportunity to discuss with the DoC.
- Coaches will not consume alcoholic beverages less than 8 hours prior to a NJRFC scheduled event where you are acting in the capacity of a coach/trainer for NJRFC (league game, scrimmage, training session, tournament, try-out, etc.)
- Coaches will participate in an annual review process. Coaches will complete the documentation in August, January and May. These time points will measure goal setting, progress against the goals and final achievements. At each time point the coach and DoC will provide written input as well as a verbal discussion.
- Failure to comply with any of the above mentioned functions could result in monetary penalty (\$50-\$150 per infraction as deemed by the DoC and executive board), termination for current season, or non-hire for an upcoming season as deemed by the DoC and the executive board in accordance with the terms set forth n the coaches contract. Coaches will be notified by the DoC in written of the failure to adhere to the responsibility in question and if any penalty associated.

Team Manager

- Responsible for coordination of all documentation required to card the team with the league
- Responsible for communication in a timely manner with the vice president of operations as it relates to home game scheduling
- Responsible for all pre-game procedures such as
 - coordination with opposing team to confirm site, time, and directions
 - Coordination of receipt of funds from treasurer for payment of referees
 - Payment of referees
 - Communication of all game related information to the coach and the team
- Responsible for tournament application process and collection of associated funds
- Responsible for coordination of hotel accommodations if necessary for tournaments
- Responsible for coordination of application for state cup to include receipt of funds from treasurer.
- Responsible for distribution in a timely manner of all communication to coach and team as it relates to team administrative issues (i.e. tournaments, training and league schedules, general team communication)
- Responsible for distribution in a timely manner of all board communications received to the team.

Board Liaisons

- Serve as first line of communication between the team assigned and the board.
- Attend seasonal team organizational meetings

Facilities Procedures

Training Schedules

The training schedule will be created prior to the beginning of each season (fall, winter, spring) by the vice president of soccer operations. Any day of the week and or time constraints which would impact your ability to attend a training session should be communicated in writing to the vice president of operations as soon as possible. Training schedules will be created with the youngest teams in the earliest time slots through the oldest teams in the latest time slots. Once the schedule is completed it will be forwarded to all coaches and managers for distribution to the teams. All teams will train at all facilities. The training schedule will be available for review on-line at our website.

Field Assignments

The home field schedule will be mandated by the executive board. The team manager will submit requests for home field via the calendar system. The field assignor will review and approval. The team manager will receive an email confirmation.

Field Closures

The decision to close a field (facility) due to weather will be made by the NJRFC board. The vice president will then notify the team manager of the affected teams and or the league contact if home games affected. The team manager will then contact their team and coach. The league contact will notify the league if necessary.

Referee Assignments

The league contact will be responsible for communicating the league policy on referee assignments to the vice president and team managers. If the league supplies referees then the team manager will be responsible for coordinating this effort with the league. If the league does not assign referees or can not for a given day then the team manager should notify the vice president.

Tournaments

Tournament participation on behalf of the player is optional as stated in the player contract. All funds associated with tournament participation will be held in a separate account by the team manager.

Tournament selection is a collaborative effort on the part of the coach, director of coaching, and the parents. Parents should be queried per season as to their preference with regard to quantity of tournaments and travel (in-state v out of state). Once a potential list of tournaments is selected by the coach and the team, the director of coaching should be notified for review by the coach. Once reviewed the coach will be notified and should relay this information to the team manager. The team manager is responsible for the application process and coordination of hotel accommodations if necessary. The team manager should send acceptance notifications to the program director, vice president of business operations, and vice president of soccer operations and director of coaching and player development. **The tournament registration process is the responsibility of the coach and can be transferred to the manager if agreed upon.**

Tournament costs per player will be calculated as follows:

Registration Fee
Coaching Fee (\$350 for two-day tournament)
Travel expenses incurred by the coach traveling to and from the tournament (mileage at \$0.55 per mile; calculated as round trip from home to tournament per day)
\$25.00 per day meal allowance
+ Coaches Hotel (if applicable – guideline - locations over 2 hours drive time)
Total costs/ number of players participating

The coach is responsible to ensure enough players are available and committed to a selected tournament. If 2 weeks prior to a tournament you are low on numbers:

- 1. Commit to obtaining guest players if you are 100% you can obtain the required number**
- 2. Cancel participation in the tournament.**

This provides enough time for contact of guest players, obtaining proper documentation of guest players, additional hotel accommodations if required, and potential refund of tournament fee and or hotel cancellations.

Player Evaluations

Coaches will supply each player with evaluations throughout the season. A minimum of two (2) written evaluations must be provided to each player with a set of copies the director of coaching. U9-U14 will receive an evaluation and the end of the Fall and then again the Spring season. U15-U18 will receive an evaluation and the end of the Winter and then again the Spring season. A template for the evaluations may be provided by the DoC and therefore should be utilized by the coach.

Attendance

The coach is responsible for keeping accurate attendance records at training sessions, league games, and tournaments. A member of the executive board or director of coaching and player development may request a copy of these records at any time. Coaches will record attendance for all training sessions, scrimmages, league games, and tournament competition via the on-line system. Coaches will submit ad hoc these electronic records to the director of coaching or any other NJRFC board member requesting such information

Session Plans

Coaches will prepare session plans for each training session and maintain these plans for the calendar year. Coaches will submit ad hoc these electronic records to the director of coaching or any other NJRFC board member requesting such information.

Team Sheets

Coaches will prepare a team sheet (line up) for each league and tournament competition game. Coaches will submit ad hoc these electronic records to the director of coaching or any other NJRFC board member requesting such information.

Coverage for Training Sessions

Coaches will arrange for coverage of a training session in the unforeseen instance that the coach can not attend the training session. The coach shall attempt coverage in the following order: assistant coach then program director and finally director of coaching. The director of coaching shall always be notified via email within 24 hours by the coach of the agreed upon coverage plan.

Under no circumstance should a training session be cancelled unless due to weather and field closure as deemed by the NJRFC board and or the facility from whom NJRFC rents space.

Canceling a training session or scheduled game (the week of the game) so the coach can play in a game is not acceptable.

At the board's discretion the coach may be responsible for paying the covering staff member \$150 per session missed.

League Affiliation

The team manager will have the primary responsibility for organizing all necessary documentation required for registering your team within the league.

The team manager will obtain the league registration packet from the New Jersey Rangers league contact.

League contacts will be communication at the start of each season to coaches and team managers.

The league contact is:

- Responsible for attending all league meetings
- Responsible for communicating all league information to the board, coaches, and team managers
- SPOC (single point of contact) between league and club
- Liaise with Vice President of Operations as necessary with regard to any facilities related issues as they related to league activity

Communication

The parents are notified by the board at the beginning of each year as to the basis communication plan employed by the club.

- Team administrative issues, i.e. tournaments, training and league schedules, general team communication – TEAM MANAGER
- Coaching Concerns – TEAM COACH
- Board related items or escalation of a concern – BOARD LIASION

The coach is required to establish a communication plan with the team manager as to preferred method of communication (telephone, email) for specific situations (i.e. schedule changes).

The coach must communicate to the team (parents and players) the preferred method and contact person for notification of absences.

Registration

Once a team packet is obtained from your designated league, you can begin the carding process. (Please refer to the handbook from NJYSA and follow the directions they give you)

- Within the packet you will find the following:
 - 18 player passes (14 passes for U10 and younger)
 - 4 coaches passes
 - 1 state cup application
- After the players have been selected for the team, several documents need to be filled out:
 - NJ Rangers Participation Contract – outlining expectations from players and parents indicating what the coming year’s participation in the club will entail as well as the total cost and payment plan.
 - Player profile(U15-U18) – for internal team use including: Name, address, phone numbers (home, work, cell), e-mail address, birth date, height, weight, parents names, current high school, PSAT/SAT scores, grade point average, class rank, school honors, all other relevant information.
 - Medical Release Form – provides information on primary medical coverage in family, and releases club and team officials from the liability beyond limits of supplemental state-approved accident insurance.

This form must be notarized
 - NJYSA Membership form – must be signed by the player and parent/guardian. It is also mandatory that the player’s social security number be on the form.
 - US Club medical release-- provides information on primary medical coverage in family, and releases club and team officials from the liability beyond limits of supplemental state-approved accident insurance. Must be signed by the player and parent/guardian.
 - MYCSA SAGE Form- required only for MCYSA teams. Must be signed by player and both parents/guardians. Required for MCYSA coaches too.
 - Birth certificate – 2 copies must be submitted

- Passport Style photo – with face occupying an area about one inch by one inch. Must be a photograph. (No photocopies or computer generated pictures)
 - Signature on player pass – signature must match printed name on reverse of card and roster. **PLAYER MUST SIGN PASS.**
 - TEAM COACHES must be registered similar to players
 - * NJYSA membership form
 - * Copy of coaching license
 - * NJRFC coaches will supply the team manager with a copy of a non-volunteer pass from the state. This is submitted with the packet. The pass# is inputted on the roster with the coaches other contact information.
- TEAM ROSTER

**BE NEAT AND PAY ATTENTION WHEN FILLING OUT THE ROSTER FORM.
CROSSOUTS MAY MAKE THE ROSTER INVALID!**

1. COACHES

The top section of the roster is reserved for the coaches' information. NJRFC head coach and assistant will supply the team manager with a copy of a non-volunteer pass from the state. This is submitted with the packet. The pass# is inputted on the roster with the coaches other contact information. There are four volunteer passes for each team. This pass can be used to roster ONE parent as an emergency coach. This parent will only be on the side line if case of an emergency when the coach is late to start the game.

A rostered coach must be on the sideline to ensure coverage incase of illness, car trouble, or head coach ejection during the game. (Only under extreme cases when the club cannot provide coverage for the coach).

2. PLAYERS

Preferred to fill players in alphabetical order on roster.

- a. Numbered line of roster must match last two digits on player pass.
- b. Pass number listed on roster must match signed player pass.
- c. Birth date must be identical on birth certificate on player pass and roster. (use MM/DD/YY format)
- d. Player names must match player pass and signature.

3. PLAYER PASSES

- a. Fill in name to identically match signature and roster name.

- b. Fill in birth date to match birth certificate. (use MM/DD/YY format)
- c. Fill in team name
- d. Fill in age group
- e. Paste photo in upper left corner so not to overlap player signature.

4. PACKET PREPARATION

Paper Clip together all documents for individual player:
DO NOT STAPLE!

- a. Signed player pass ready to be stamped.
- b. NJYS Membership form
- c. 1 copy of birth certificate
- d. Notarized medical release form.

5. PACKET APPROVAL

District Commissioners will require players to be rostered in one easy to review package. The DC will:

- a. Stamp the official roster.
- b. Stamp each player pass so that the stamp overlaps the player photo.
- c. Return the pink copy of the roster to the team manager along with the medical release forms.

League Play

- The Executive Board and or the League Contact appointed by the Board will notify you of deadlines and application information.
- Upon approval from the league of registration, check for foreseeable conflicts with scheduling:

- Tournament weekends when the team is away
- State cup weekends
- PSAT & SAT Saturdays
- Father's Day / Mother's Day preferences
 - (look to play a Saturday game)
- Foreseeable events such as proms, graduations etc.
- Dates the coach is unavailable

- Once league schedules are posted, review immediately to ensure that opponents, dates and times are acceptable, and that no conflicts exist.

- Inform CLUB FIELD SCHEDULER about all home games; both league scheduled and State Cup as soon a possible. Update as the information changes.
- Distributes schedules out to players and coaches
- Obtain game cards sufficient for league games.

Pre-game Procedure

- Call opposing team manager or game site host:
 - To confirm game and time
 - To exchange travel information
 - To exchange all relevant phone numbers
 - To determine bad weather procedures, Contact the field scheduler.
- If home game, E-mail club referee assignor to confirm referee
- If HOME GAME, contact vice president of operations for field availability, and that field is lined and equipped.
- Inform players of game date and time and provide directions to away matches (Directions are available on league web sites or ask opposing coach for them)
- Determine attendance issues and unavailability of any players and inform coach. (Ask for vacation schedules at beginning of season)
- Fill out game cards to be handed to the Referee:
 - Team roster needs to be placed on the lineup card including:
 1. Player name
 2. Pass number
 3. Uniform number

Make a computer generated rostered to fit in the area of the game card and paste it to the cards for each game.

Game Day Procedures

- Check weather early enough to advise players if game is affected before they leave home; if canceled, call referee assignor as well.
- Bring PLAYER PASSES and GAMECARD to game. (Absence of either can result in forfeit of game.)
- Bring emergency uniforms just in case (2 jerseys and 2 shorts)
- Give coach roster and cards when referee checks the team is
- Provide payment for referee to the coach from team account.
- Retrieve player passes from coach after game
- Remind players/parents of coming weeks schedule
- Collect any emergency uniforms from players
- Mail in any referee evaluations
- Report score to league

Managers Kit

- There are various pieces of team gear that are absolutely necessary for a team to run smoothly and more professionally.
 - Organize all paperwork attached to the team in a zippered folder or briefcase, so all documents are available at a glance.
 1. Player passes (keep in sealed pack)
 2. game cards
 3. medical releases
 4. copy of birth certificates
 5. copies of official roster form and player addition forms
 6. team phone numbers
 7. Permission to travel forms (get forms from program dir.)
 8. travel directions

State Cup Application and Procedures

- The state cup application is included in your registration package.
- Fill out the application postcard and mail it in along with a copy of the official state roster and application fee. The application fee can be obtained from the treasurer
- U11 to U14 State Cup is played in the fall; U15 and up is played in the spring.
- Be sure to pay attention to the deadline.
- The following Saturday after the deadline; "The Draw" takes place where teams are randomly placed into brackets.
- The brackets are usually posted on the NJYS web site by Saturday night.

- See if your team has a home game. If so, contact the vice president of operations to schedule the field.
- State cup games receive priority over any other games scheduled.
- Contact opposing team manager no later than Tuesday night to get directions and confirm game time.
- State Cup game cards and contact phone listing are mailed out by the state office each week. Fill out cards and bring them to the game.
- Follow instructions as to game cancellations due to weather and call appropriate numbers.
- Canceled games must be made up by Wednesday night or both teams forfeit.
- Report scores to the state office no later than 4 hours after completion of the game.
- Check for next possible opponent in the bracket and repeat procedure.
- Finals and semi-finals are either played at Ft. Dix or Mercer County Park.

Tournaments

- Pick tournaments for strength of opposition, quality conditions and showcasing players.
 - Club experience
 - Web site listings
 - Contact Tournament Directors to see who is coming
- Collect money for tournament registration and coaches expense from parents. Deposit in team checking account.
- Check deadlines and apply on time; make sure you have a check prepared, copy of roster and completed application. (Pre registration is available online for most tournaments)
- Notify Program Director of all tournaments entered.
- Obtain a permission to travel form for any out of state tournaments entered. This form needs to be sent to the state office for verification. The state office will send back a copy of the form for you to present at time of registration.
 - * This form needs to be filled out and sent to the state at least one month prior the tournament date. Team will not be allowed to participate if this form is not shown at time of registration.*
- Make hotel arrangements for team:
 - Get a list of every credit card number form parents so you can block off room for every player early or reserve a block of rooms and have parents call hotel with cc number. If a player does not attend tournament, cancel reservation.

Ask hotel about cancellation policy

- Check player availability for each tournament and report to coach.
- Check tournament policy on guest players and secondary carded players.
- If you are using a guest player for a tournament you need

1. Player's team pass form other team
2. Notarized medical release from other team
3. Extra Uniforms for players

- Tournaments have check-in procedures, which they will notify you by mail. They will check at time of registration:
 1. Player passes match official state roster
 2. Every player has a notarized medical release form
 3. Add any guest players to your roster
 4. Check your permission to travel form (if playing out of state)
- Once schedules are posted, give each player a copy along with all directions for the weekend (hotels and game fields)

Additional Functional Positions Associated with the Team

- Web site manager- each team will have a separate web site for their team that will be linked to the club site. These sites have proven successful for the transfer of information from manager to team. Schedules and directions can be retrieved easily and players and parents can be kept abreast of any changes to scheduling. (Opposing teams will often check out the web sites to check records and receive directions to our home fields) The club Web master is there to answer any questions to set up the site. [OPTIONAL]
- Hotel assistant- is sometimes a good idea if your team is scheduled for a number of multi-day tournaments.
- Team fundraising manager – teams may wish to engage in individual fundraising to offset team costs. Notify your program director so they can report back to the Executive board. The Executive board must be made aware of any fundraising a team does.

Financials

CLUB REGISTRATION

- ⇒ All registration payments will be made payable to NJRFC and sent directly to NJRFC by the family.
- ⇒ The team managers will receive a copy of the teams' payment schedule from the board and distribute to the team as a reminder.
- ⇒ Each family will receive an email invoice from the board.
- ⇒ All communications with regard to delinquent accounts will be made directly between the board and the family.

NJRFC
PO Box 501
Flanders, NJ 07836
njrfc@hotmail.com

TEAM ACCOUNT

Each team manager will need to open a checking account at a local bank in his/her name. This account will be utilized for tournament related costs incurred by the team.

REFEREE PAYMENTS

The club will issue a check made payable to the manager at the beginning of each season for a predetermined amount of money to start of the season. It will be the responsibility of the manager to disburse the funds to the referee(s) at each game.

If in the event additional games/scrimmages are played or additional referees are utilized for a game therefore increasing the per game cost and additional funds are required the manager may do either of the following:

- ❖ Request a cash advance from the board by filling out an expense report (available online) and submitting it to board directly. Please keep a copy for yourself.
- ❖ Pay the fees and submit the expense report after the fact to the board for reimbursement. Please keep a copy for yourself.

TOURNAMENT REGISTRATION PAYMENTS

- ❖ The team manager will need to submit the registration a result of logistically difficulties and or submission deadlines
- ❖ The manager may have checks made payable to him/her and utilize the team account.

NJRFC EXPENSE REPORT

As indicated in the above sections, this form shall be utilized for any expenses submitted to the club for manager reimbursement. This form does require you to do the math yourself (sorry).

FUNDRAISING

In the event that an individual team is interested in a fund raising activity (boosters, bake sale, etc) this can be organized amongst the team.

However team fundraising events must be approved by the NJRFC executive board prior to the event starting. The proposal should be submitted in writing via email to the members of the board.