

Kelowna United Manager's Responsibilities and Timelines

Thank you for taking on the important role of team manager. The following is an overview of your responsibilities along with timelines and links to the related documents.

| To Do | When |
|--|--|
| 1. Create a team list & make contact with players | immediately |
| 2. Hold a team meeting | ASAP |
| 3. Create a team budget to review with parents | ASAP |
| 4. Open a team bank account | mid November |
| 5. Collect forms and player fees | by Nov. 29 |
| 6. Book indoor practice time | ASAP |
| 7. Ensure coaches & volunteers get criminal record check | by January 15 |
| 8. Submit fees and paperwork to KU | Nov. 30 |
| 9. Create a first aid kit | ASAP |
| 10. Submit uniform orders | Dec 15 |
| 11. Register for tournaments & book accommodation | ongoing |
| 12. Receive and laminate ID cards | March 1 (if all fees and paperwork done) |
| 13. Declare final roster to Administrator | April 29 |
| 14. Review TOYSL rules | ASAP |
| 15. League games | April to June 15 |
| 16. Exhibition games | ongoing |
| 17. Game sheets | league home games |
| 18. Referee | home exhibition games |
| 19. Game day checklist | all games |
| 20. Media game reporting | after all games |
| 21. Fundraising | ongoing |
| 22. Year end party | season's end |

1) Team List

Create a team list that includes the names of parents and players as well as phones numbers, and cell phone numbers. *(Refer to registration forms filled out at tryouts and provided to you and/or the team coach).* – Administrator will provide final list once all registration forms are in.

2) Team Meeting

Schedule a team meeting as soon as possible. At this meeting, the coach will outline his/her plan for the year including which tournaments will be entered. This is a good time to distribute paperwork, collect fees *(ask parents to bring their chequebooks)*, and review the team budget *(see below)*. This is also a good time to look for volunteers to help with fundraising, game day preparation *(putting nets up etc)*, uniform fittings, tournament coordination, and media reports.

3) Budget

Create a team budget (*see sample on website*) in conjunction with the coach. The budget must cover expenses falling outside KU registration fees including tournament fees, winter training, tracksuits, etc (*about \$425 per team before fundraising*). Distribute the budget to parents.

Note: a refundable performance bond of \$300 per team is due with the final installment of registration fees and must be paid before ID cards are distributed. The performance bond is used to pay for any unreturned equipment or jerseys and will be refunded if all equipment and jerseys are returned.

4) Banking

Open a not-for-profit banking account and use it to maintain an accurate record of deposits (*parent fees*) and expenses (*winter training etc*). Managers are responsible for collecting KU fees from parents and remitting them to KU in one cheque drawn on the team account.

Hints

Create an account with the birth year in it (*eg: Kelowna United 1998 Boys*) and the account can be used for several years.

Bring a letter authorizing use of the KU name with you to the bank (*see sample letter in manager's binder*). Email the KLU administrator with details if you need a similar letter forwarded directly to the Financial Institution.

Consider opening an open that requires two signatures on every cheque.

5) Forms

Collect the relevant forms (*available at <http://kelownaunited.ca/forms.html>*) from players, parents, coaches and other volunteers and submit them to the Kelowna United administrator in one batch. Forward all forms (*listed below*) with the exception of the medical form, which you should bring to all games and practices.

Paperwork

| Form | Completed by |
|---|----------------------------|
| • Player medical and emergency contact information sheet | Parents |
| • Player Registration form | Parents |
| • Player Code of Conduct | Players |
| • Kelowna United Parent Agreement (<i>both parents sign this</i>) | Parents |
| • Risk Management Procedure & Volunteer Disclosure | Coaches/Mgrs/Bench Parents |
| • Risk Management Policy A | Coaches/Mgrs/Bench Parents |
| • Risk Management Policy B | Coaches/Mgrs/Bench Parents |

6) Practice Schedule

Book a winter training facility in conjunction with the coach or coaches. KU will provide (*and pay for*) fall and spring training when outside fields are available, however each team must arrange and pay for its own winter training.

Facilities often available to rent for winter training include Heritage Christian School, Kelowna Christian School, the Capital News Center and some School District gyms. (*Book CNC and School District Gyms are through KU Administrator*).

7) Criminal Record Check

Coaches and managers must complete a criminal record check every year and are responsible for paying the fee, which will then be reimbursed by KU.

Criminal Record Check Process

Bring \$20 cash (or Cheque) to:

RCMP
350 Doyle
Kelowna

Send Results to:

Lorrie Leins
Kelowna United FC
PO Box 2817
Kelowna, BC
V1X 8B6

For reimbursement, mail your receipt with your address on the back to Kelowna United FC (*see address above*).

8) First Fees Due Nov. 30

Managers must collect fees from players and remit them to Kelowna United in one cheque drawn on the team account. The first installment of \$150 or \$200 per player is due Nov. 30. The second installment of approximately \$125 or \$200 (*depending on team age*) is due Feb 1st along with \$300 Performance Bond per team.

IMPORTANT NOTICE

Paperwork (*see above*) must be submitted to KU by Feb 1st with last installment (*earlier if completed*).

Player ID cards will ***not be provided*** until all paperwork and fees are submitted. These cards are mandatory for league play.

9) First Aid Kit (Great job to delegate)

Each team needs a first aid kit stocked with basics including band-aids, tensor bandages, ankle wraps, gauze, and ice packs (*freeze ice in a sandwich bag and store in a small cooler*). It is also important to review medical forms to see if players have conditions you should be aware of (*such as allergies*) and to stock the first aid kit accordingly.

10) Uniforms (Great job to delegate)

Managers are responsible for placing the team's order for shorts, socks and optional clothing including tracksuits and bags. Players provide sizing information at a fitting night and that information is sent to the team manager for use when completing the official team order form.

The full team order, along with a 50% deposit, should be placed with Soccer Express along with instructions about embroidery for bags and tracksuits. (*Embroidery costs are extra*)

11) Tournaments (Great job to delegate)

Tournament registration is a big job and one that can be easily delegated to another parent. Managers (*or their delegate*) are responsible for registering their team in tournaments and reserving a block of rooms at a group rate. *Most teams enter a minimum of three tournaments. Decisions about which tournaments a team will enter are made by the coach.*

Out-of-Province Tournament Approval

Teams travelling to out-of-province tournaments must receive approval from BC Soccer at least 30 days before travel. To apply, complete an application to travel form (*found in the manager's section*) and send it to KU for review/approval and forwarding to BC Soccer. Include your payment per the fee schedule.

BC Soccer cannot guarantee approval of late applications so make sure you allow sufficient time for approval and mailing.

12) Player ID cards

Managers are responsible for taking/getting a photo of each player and attaching it to an ID card (*provided by KU*) they then laminate. Players with ID cards from previous years can receive a date sticker to attach and don't need a new card.

No Pay, No Play

KU will release ID cards only after all player registration fees and forms are received. ID cards are required for league play

13) TOYSL Team Declaration

Teams must declare a fixed roster of players to TOYSL by May 1 and players not on the roster cannot play during play downs or the provincials. The declaration form is online.

14) TOYSL Rules

Review the TOYSL rules and keep a copy with you at games. The rules are available online at www.kelownaunited.com [toysl rules \(pdf\)](#) Rules are updated each year so make sure you have a current copy by March.

15) League Games (April 1 – June 15)

League play between TOYSL teams (*Kelowna, Kamloops, Salmon Arm, Penticton, and Vernon*) runs from April 1 to June 15 (*approximately*).

TOYSL is responsible for scheduling league games and for booking and paying for facilities and referees. League play begins in early April and runs through mid June. League standings are used to determine the League Champion as well as seeding for the Provincial playdowns (*the tournament held in July to determine which Interior team will play in the Provincial tournament*). Details are as follows:

PROVINCIAL & NATIONAL CHAMPIONSHIPS

Provincial “B” Cup (*July 7-10, 2011*)

| | | |
|-----------------------------------|-------------|----------------|
| Girls & Boys (U13 & U15) | July 7 - 10 | 100 Mile House |
| Girls & Boys (U14, U16, U17, U18) | July 7-10 | Penticton |

The first place Interior team will receive one spot in an 8-team round robin tournament that will decide the winner of the “B” Cup.

Provincial “A” Cup (*July 2 & 3, 2011*)

| | | |
|----------------------------|------------|----------|
| Girls (U13-U18) | July 2 & 3 | Richmond |
| Boys (U13, U14, U16 & U18) | July 2 & 3 | Richmond |

The top Interior team will play a single game against the top Coastal team.

Nationals (*October 2011*)

Provincial A Champions in the U14, U16, and U18 age groups qualify for the Nationals to be held in October in the following provinces:

| | |
|-----|-----|
| U18 | TBA |
| U16 | TBA |
| U14 | TBA |

16) Exhibition Games

Teams play both in exhibition games throughout the year and it is the home team's responsibility to book a field and referee.

To book a field, contact the KU administrator at admin@kelownaunited.com.

To book a ref, email ref scheduler Margett Goward (mgoward@telus.net) with game details including the game time and location. Referee fees are due at the time of play and are the home team's responsibility, so make sure you have team cheques with you (*see COYSA website for payment schedule or ask Margett*).

Reminder

KU will reimburse teams for referee expenses up to \$200 per year so make sure you track expenses using the expense statement sheet located in your manager's binder and online in the manager's section.

17) Game Sheets

The home team is responsible for providing and submitting a game sheet for home games (*KU will provide these to you in late March and BC Soccer provides just enough so complete them carefully*). You may want to create a master roster to print on peel and stick sheets you can paste on game sheets. (*make sure to paste a sheet on each page of the game sheet and cross off the names of players not there*).

****Game sheets are not required for exhibition games and for U11 and U12*

18) Referees

Ref Scheduler & Ref Fees

To book a ref contact:
Margett Goward
(mgoward@telus.net)
250 769-3962

The COYSA referee fee schedule is available online at www.centraloksoccer.com

19) Game Day Checklist

Bring the following items to each game:

- TOYSL rules
- Players ID Cards
- Completed game sheet (*for regular home games*)
- Cheque for ref (*home exhibition games only*)
- Extra Water (*optional*)
- Tent and player bench (*optional*)

- Net & corner flags (each team provides their own at all games except U11 and U12 where hosting teams/club sets up all fields)

10) Media & Website Coverage (Great job to delegate)

The local media have provided our teams with great coverage in the past and will continue to do so as long as we “feed” them the stories. Each team is responsible for writing and sending game reports to the media and to Kelowna United for posting online (*see list below*). This is an important job and an ideal one to delegate to another parent.

Send a short game summary within a day of the game or tournament regardless of whether your team wins, loses, or ties. Each game report should be written like a short story and include the team names, game date and location, score, and names of players making significant contributions (*goals, key play, saves etc*). List the names of all players at the end of the story.

Include action photos whenever possible along with a short explanation (cutline) about what is taking place. Photos should no less than 700-800 kg (*1 MB is ideal*).

| Game Report Media Distribution | |
|--|----------------------------------|
| Kelowna United | communications@kelownaunited.com |
| Kelowna Daily Courier (Lorne White) | champions99@shaw.ca |
| Kelowna Capital News | whenderson@kelownacapnews.com |
| Westside Weekly (identify local players) | westside@ok.bc.ca |
| Lake Country Calendar (identify local players) | newsroom@lakecountrynews.net |

20) Fundraising (Great job to delegate)

The more your team fundraises, the less each family pays. Look for fundraising ideas in the managers section of the website

21) Organize a year-end party

Questions & Answers

Answers to some of the questions parents may ask?

What does the KU registration fee pay for?

The registration fee covers the cost of uniforms for new players, all jerseys and all expenses associated with league games including COYSA fees of about \$58 per player per year, coaching clinics, referee fees, field rental costs, equipment, administration, and wages for the technical staff and administrator.

Additional costs including facility rental for winter training, tournament fees, and extra gear (including bags and tracksuits) is to be paid by parents or covered through fundraising.

Are KU tracksuits and bags mandatory?

Club uniformity is encouraged but not mandatory. These items are made optional so that parents can decide which items to purchase and/or use gear that may have been handed down from a sibling.

Does the team need to buy team benches and tents?

KU does not supply team benches and tents however many teams purchase them at the U11 or U12 level and continue to use them as they advance. Speak to last year's team manager or the team's equipment manager if you are taking over an existing team.