

# McLean Youth Soccer

## Travel Program Team Administrator Handbook



This handbook is for team administrators in the McLean Youth Soccer Travel program. We believe it is very important for each administrator to be fully informed about his or her duties. We also would like to emphasize what an important role the team administrator has in making this program a success. *We hope that you will take the time to read through this handbook and refer back to it throughout the season when questions may arise.*

Please note that updates to this information will be posted on the Travel pages of the MYS Website. If you have further questions, we encourage you to email [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org).

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Thank you for helping the club and your team by volunteering to be the team administrator for your McLean Youth Soccer travel team. The McLean Youth Soccer staff is here to support your efforts. Please become familiar with the various staff members, and never hesitate to ask a question. The youth soccer world is increasingly complex, and the club strives to provide constant assistance and support for the teams and members.

It is very important to always ask the staff for assistance when needed. Many team administrators form great bonds over shared responsibilities and shared frustrations. However, unfortunately, sometimes misinformation can be readily distributed among team administrators. Never hesitate to contact the Travel Director to get clarification or information about ANY situation or question. \*Note that each team admin can only volunteer for the position for ONE team per seasonal year.

### GETTING STARTED:

- Once your coach has shared your contact info with the Travel Director, you will receive a welcome email and instructions.
- Familiarize yourself with some important websites including [mcleansoccer.org](http://mcleansoccer.org), [vysa.com](http://vysa.com), and applicable league websites (NCSL, CCL, ECNL, EDP, etc.)

### REGISTRATION:

The travel team administrator works with the team and other organizations to provide support for the various levels of registration required of a travel soccer team:

#### State Association (VYSA)

In coordination with the Travel Director, you will assist in creating the team's official roster and player passes using the VYSA registration system. You will create an account, take a SafeSport certification course, and a background check will be run. Player adds, transfers or releases may take place throughout the season.

#### League Registration (CCL, NCSL)

The club's rep handles team registration with the league and will communicate with team administrator about league registration.

Team admins may need to attend pre-season meetings as required by leagues.

#### Club Registration (MYS)

Individual players must directly register through [www.mcleansoccer.org](http://www.mcleansoccer.org) using our LeagueApps registration system. Team admins will register themselves as such in the system and can confirm

individual player registrations using the team's LeagueApps dashboard roster.

### TEAM ADMINISTRATOR - PRIMARY RESPONSIBILITIES

The Travel Team Administrator's primary roles and responsibilities are:

- Liaison for the team (i.e. between coach and team, between team and club rep for the league, etc)
- Representative of the club and of the team to outside parties (i.e. opponents)

### COMMUNICATE and DELEGATE:

#### COMMUNICATE

The team admin is the primary contact for the team with regard to communications with the team and its opponents, if needed, throughout the season. Examples of such communication include:

- Weekly team communications using the app or weekly email with upcoming schedule, and last-minute communications
- Provide support to club, team and coach (i.e. when requested, relay club information to players, etc.)
- Game day responsibilities (if not delegated to another volunteer- see below for specifics)

#### DELEGATE - - OTHER TEAM COORDINATORS

Managing the various activities for a travel soccer team can be complex depending on the age and competition level of the team. It is highly recommended that a team administrator work with the team coaching staff to identify the needs of the team, and find parent volunteers to delegate some of these needs.

Examples of travel parent volunteers:

- Treasurer - Develop and implement a budget for the age group teams (if triplet team) or team. Work with finance to manage the team account, collect player fees/team income (not covered by MYS), and handle reimbursements and payment for team expenses. The treasurer is responsible for reporting a summary of the age group's financials at the seasonal parent meetings. This is a yearlong position. \*REQUIRED position for each team.
- Uniform Coordinator - This volunteer provides a spreadsheet to the club with roster details for the team. They help to assign individual jersey numbers (at the direction of the club and coach), and work with the Travel Director to have

personalized email links sent by soccer.com to each family.

- Social Media/Communications Admin - Submit new of teams' and players successes to MYS to be posted to social media and/or club website. Any and all shutterbugs are encouraged to take pictures of the teams during games and "team" shots at tournaments and games.
- Tournament Coordinators - Work with the coach and team treasurer to register for and handle prep work for teams' participation in tournaments. Specific responsibilities include, but are not limited to tournament registration, online or on-site check in, organizing

hotel/accommodations, and coordinate team dinner if desired. This is an on and off volunteer position throughout the year.

- Game Day Supplies Coordinator - This volunteer will initially put together a first aid kit for the team (to be reimbursed from team funds) and bring it to and from each game. Throughout the season the First Aider will replenish the kit as needed. May also order a portable bench and/or tent for the team (to be reimbursed from team funds) and bring it to and from each game.
- Social Committee Coordinator - Each team should have a representative to serve on this committee, but the more the merrier and the lighter the work. The committee should plan a player/family social function or party each season. A budget should be submitted to the team treasurer to ensure there are funds to cover costs (this prevents the repeated requests for \$5 to \$10). The committee will solicit additional volunteers, as needed to host and/or bring things to the parties.
- Team Sideline Liaison (NCSL league specific). The TSL serves as the point of contact between the referee and the team at each game, and monitors and addresses parent behavior during the games.

#### **WHAT A TEAM ADMINISTRATOR DOES NOT DO**

- Team administrators should not communicate directly with the county, the league or state association unless directed by the club representative
- Team administrators do not make roster decisions or playing time decisions
- Team administrators do not coach players on the sidelines
- Team administrators do not take action without the head coach direction or approval

#### **POLICIES and PROCEDURES**

McLean Youth Soccer has implemented a number of important policies and procedures to support our members and to continually strive to provide the best environment for the development of our athletes. All members should regularly review [the policies](#).

#### **LEAGUE REGISTRATION**

League registration varies greatly between leagues. Please check with the Travel Director to review requirements for your team's league. The following information should be collected for all players. It is easiest if this is collected in a spreadsheet. There are some great resources on the web to collect information and generate spreadsheets (i.e. Wufoo).

Basic information to collect for all players:

- Full name (as on birth certificate)
- Parents' names
- Street address
- Phone numbers (home and cell)
- Email addresses (good to have at least a couple)
- Jersey number (or jersey number preferences)

Other info: some leagues may require code of conduct, medical release, etc. Check with Travel Director for league-specific requirements.

#### **GAME DAY PREPARATIONS**

- Contact opponents to confirm directions and uniform colors (NCSL)
- Communicate game day instructions to team (i.e. field directions, uniform colors, field changes, etc.)
- Bring Team binder to game - official roster, communication roster, player passes, sideline passes, medical release forms, codes of conduct
- Bring additional jerseys, shin guards, as needed
- A communication roster should have all numbers for coaches, trainers, administrators, players, as well as important club numbers (administrator/fields)
- Cautions and Ejections - Sit Out Cards - it is the administrator's or game day administrator's responsibility to keep track of cautions and ejections received by the team throughout the season. These should be submitted to the club when communicating games and scores on [this form](#).
- For home games, please be sure to arrive at least 30 minutes before the scheduled game time and ensure that the field is lined, flags are in place and goals are anchored. If there are any issues please call MYS Fields at 703-932-4190.

For additional questions about other club policies (including team fees, risk management, field scheduling, field use, etc.), please contact Marcia Sikes at [marcia.sikes@mcleansoccer.org](mailto:marcia.sikes@mcleansoccer.org).

### TRAVEL PROGRAM COMMUNICATIONS POLICY

The McLean Youth Soccer Travel Program has a network of staff to support its members. A chain of communication has been established to help address member's issues or concerns. In the event that a parent, player or member has a technical or administrative issue or concern, please follow the process below. If a resolution is not identified, please move to the next level of escalation. Please allow for a reasonable response time.

- First Level of Escalation: Team Coach (technical); Team Administrator (administrative)
- Second Level of Escalation: Age Group Manager or Travel Director ([traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org))
- Third Level of Escalation: Age Group Director ([cindi.harkes@mcleansoccer.org](mailto:cindi.harkes@mcleansoccer.org))
- Fourth Level of Escalation: Technical Director ([clyde.watson@mcleansoccer.org](mailto:clyde.watson@mcleansoccer.org))
- Fifth Level of Escalation: Director of Coaching Administration ([michael.curry@mcleansoccer.org](mailto:michael.curry@mcleansoccer.org))
- Sixth Level of Escalation: Executive Director ([louise.waxler@mcleansoccer.org](mailto:louise.waxler@mcleansoccer.org))

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