

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 our Travel Administrator Katie Brown at katie.brown@mcleansoccer.org or our Director of Operations Marcia Sikes at marcia.sikes@mcleansoccer.org.

Table of Contents

| | |
|--|---|
| GETTING STARTED:..... | 3 |
| REGISTRATION:..... | 3 |
| TEAM ADMINISTRATOR - PRIMARY RESPONSIBILITIES..... | 3 |
| POLICIES and PROCEDURES..... | 5 |
| TRAVEL PROGRAM COMMUNICATIONS POLICY..... | 5 |

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. Never hesitate to contact the Travel Admin 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 Admin, you will receive a welcome email and instructions.
- Familiarize yourself with some important websites including mcleansoccer.org, vysa.com, and applicable league websites (NCSL, EDP, MLS Next, Girls Academy, 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 & National Associations

In coordination with the Travel Admin and Director of Operations, you will assist in creating the team's official roster and player passes using the VYSA, MLS Next, or Girls Academy registration system. You will be sent instructions on creating an account to complete your required compliance items – a SafeSport or SafeSoccer certification course (this course takes about 90 minutes the first time you take it and then each year there is a shorter refresher course to take), and a background check. Some leagues may have waivers or additional certifications required. Player additions, transfers, or releases may take place throughout the season in coordination with the team's coach, AGM, and Travel Admin.

League Registration

The club's league representative handles team registration with the leagues and will communicate with team administrators about league registration as it varies greatly between leagues. Team admins may need to attend pre-season meetings as required by leagues.

Club Registration (MYS)

Individual players must directly register to their team using our PlayMetrics (PM) registration system. Team admin will be added to the team by the Travel Admin in PM once the coach has filled out the parent volunteer form. Using the PM platform, the team admin can check on individual player registrations using the team's 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)

COMMUNICATION

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 PM 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)

GAME DAY PREPARATIONS

- Contact opponents to confirm directions and uniform colors as needed depending on the league.
- Communicate game day instructions to the team (i.e. field directions, uniform colors, field changes, etc.).
- Bring team binder to game - official roster, player passes, sideline passes, medical release forms, codes of conduct.
- Bring guest jerseys as needed.
- Cautions and Ejections - Sit Out Cards - it is the team 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.
- 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 that you cannot resolve, please text Ryan Sellers at 703-932-4190.

SUPPORT AND WORK WITH 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 works with the other team volunteers identified by the coaching staff.

Other parent volunteer roles:

- Treasurer - Develop and implement a budget for the 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 in conjunction with finance. 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 will help coordinate any uniform needs the team requires. They may help to assign individual jersey numbers (at the direction of the club or coach), and work with the Travel Admin to have personalized emails sent by soccer.com to each family. They will be responsible for ordering the guest kits for their team.
- Social Media/Communications Admin - Submit news of teams' and players successes to MYS to be posted to social media and/or club website to marketing@mcleansoccer.org. 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, team admin, 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 can 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](#).

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 – U9-U12 Girls (michael.newhall@mcleansoccer.org), U9-U12 Boys (alex.pinto@mcleansoccer.org), U13-U19 Girls (farzad.mahmoudpour@mcleansoccer.org), U13-U19 Boys (kevin.panameno@mcleansoccer.org), OR Director of Operations (marcia.sikes@mcleansoccer.org)
- Third Level of Escalation: Technical Director (john.harkes@mcleansoccer.org)
- Fifth Level of Escalation: Executive Director (louise.waxler@mcleansoccer.org)

For additional questions about other club policies (including team fees, risk management, field scheduling, field use, etc.), please contact Travel Administrator Katie Brown at katie.brown@mcleansoccer.org.