



Scotia Soccer Club
Manager's Handbook For
Summer and Winter Play

Version 3

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Table of Contents

PURPOSE	2
COMMUNICATION	2
FIELD CANCELLATIONS.....	2
UNIFORMS	2
SCOTIA LOGO	2
ID CARDS	3
SOCCER NOVA SCOTIA TEAM ROSTER	3
OTHER SUMMER LEAGUES	3
INJURY INSURANCE.....	4
TOURNAMENTS AND PROVINCIALS.....	4
BANK ACCOUNT AND TEAM FUNDS	4
TEAM LISTS AND GAME SCHEDULES	5
REFEREE FEES	5
GAME DAY: SUMMER SEASON	6
GYM RENTAL	6
WEIR FIELD, SNS TURF, BURNSIDE TURF OR ANY INDOOR FACILITIES.....	7
TRAINING CANCELLATION	7
VACATION	7
CLUB POLICIES.....	7
TRAVEL RATE GUIDELINES FOR HEAD COACH	8
Vehicle Allowance:.....	8
Meals and Accommodations for Overnight Games and Tournaments:.....	8
WINTER SOCCER:	8



PURPOSE

The manager plays the role of liaison between the coach and players, the parents and the Club. To what degree will depend on how much the coach wants to be involved in the day-to-day operation of the team. This should be worked out as soon as the manager takes over the job. The team manager is normally a volunteer and is named or asked for at a meeting of parents and the coach as soon as possible after the team is picked.

COMMUNICATION

It is the responsibility of the manager to stay informed of all aspects of the club, including information about fields, equipment, etc., and in turn inform the coach and the parents. In the summer this may involve time spent daily on team business. The manager must ensure that all the parents know the field cancellation websites and instruct them that they should always check there and the league website prior to leaving home for a game. The manager must communicate all practices, skills or game cancellations to the players in their agreed upon format (phone, text, email, etc). Managers must stay informed of club activities/policies by attending all managers' and coaches' meetings and read all information received from the club and available on the website under "Documents."

FIELD CANCELLATIONS

The Halifax Fields website is linked directly from the Scotia Soccer Club home page. If available, other region's cancellations websites are also available on the website.

UNIFORMS

Club jerseys will be given to the manager. The blue jerseys will be distributed by the manager to the players and at the end of the season, collected back. Teams may borrow a set of white jerseys, when needed. The best time to collect the jerseys is immediately after the last game of the season. Players can purchase Scotia socks, shorts and training apparel directly from the Club. Current prices are available on the Scotia website. Before placing an order with the Club's Equipment Manager, the team manager should find out exactly what items of clothing is needed, required sizes and collect the money from each player for each order. Payment is accepted in cash or cheque. Cheques must be made out to Scotia Soccer Club. Clothing orders will not be fulfilled without prepayment.

SCOTIA LOGO

Scotia Soccer Club's logo is registered and approval from the Club Executive must be obtained prior to its use. Articles of clothing already approved are shown or on the website on the Scotia-Cleves Brochures.



However, if a team decides they wish to purchase an article of clothing that has not been pre- approved, they must first contact the Club's Board of Directors, for approval.

ID CARDS

Identification cards are required for all team members in league play for the summer only. Once the team list is finalized for the summer season, the Club Administrator will ask for photographs for players that require a new identification card. The identification card is normally good for two years. Once identification cards are ready for the entire team, the Administrator will inform the manager. The cards are not given out to the player to carry and are kept by a team official. The ID cards should be brought to every league game. If a player attends a tournament with another team the card should be given to the other team's coach, as it may be required to be shown at a game.

Pictures can be submitted electronically if in a thumbnail format or in a printed contact sheet. Each picture's file name must be the player's name. All identification cards must be turned in at the end of the season to the Administrator

SOCCER NOVE SCOTIA TEAM ROSTER

The team manager is responsible to carry a copy of the official Soccer Nova Scotia Team Roster (provided by the Club Registrar) along with the identification cards at all games as at any time a referee could question a player's registration status. This usually only occurs, if someone is questioning the age or validity of a player on the team.

The Club Registrar provides all coaches and managers with a copy of their official Soccer Nova Scotia Roster. Players not shown on the roster cannot participate in any programs (games, skills or practices) unless being assessed for team placement by a member of the Technical Committee. Updates of the rosters are provided to team officials within 24-hours of any changes. In the winter, players cannot play in the MISL games unless they have appeared on the roster and database for 24 hours prior.

Each team must supply the Club Registrar with the players' jersey numbers so that they can be entered into the databases for the club and leagues.

OTHER SUMMER LEAGUE

Most of the youth teams are in the CISL for the summer season with the exception of the Soccer Nova Scotia U12 Academy League and the U10 Suburban Recreational League.

For specific information on the U12 Academy league, please refer to their operation's manual:
http://u12academy.ca/files/sns_rtcu12a_operation_manual_&_standards2.pdf



The U10 Suburban Recreational League includes teams within the Suburban District. They do not require games sheets. They have one referee at games and home teams are responsible for paying the referee.

INJURY INSURANCE

Injury insurance is included in registration fees and Soccer Nova Scotia offers injury insurance up to the value of \$300 to help with the recovery from any Scotia Soccer Club related soccer injury. This insurance coverage can only be used once any other personal insurance coverage has been exhausted.

The paperwork associated with an injury must be submitted to Soccer Nova Scotia within 24 hours of the occurrence. Any registered player, coach or manager who has incurred a soccer related injury while partaking in a club activity must report the injury to the Club Administrator as soon as possible. This will ensure that the additional coverage can be activated, if required. If there is a delay in reporting the injury, the Soccer Nova Scotia insurance may not provide coverage.

TOURNAMENTS AND PROVINCIALS

Soccer Nova Scotia states in a policy that teams must submit a letter from the Administrator or President of the Club indicating that all registered team officials in the Club have valid criminal record and vulnerable sector searches (CPIC). This letter must be taken along with the team to any tournaments or Provincials.

Tournament expenses are the responsibility of each team not the Club. Teams that leave the province for a tournament must complete a **Travel Permit** and submit it, along with a payment of \$30.00 to Soccer Nova Scotia. The fee is subject to change at any time. The Travel Permit can be downloaded from Soccer Nova Scotia's website at: <http://www.soccerns.ns.ca/wp-content/uploads/2011/11/Travel-Permit-20121.pdf>

BANK ACCOUNT AND TEAM FUNDS

The manager should set up a bank account for the team with two signatures. A Treasurer can also be assigned for each team. Money collected at the time of registration goes directly to Scotia Soccer. All other money collected for the team will be handled through teams' bank accounts. The money included in the bank account could consist of:

- Funds collected from fundraising
- Funds requested from the players for tournament fees, etc.
- Money given to the team from the Club Administrator to cover referees/linesman fees.
- Any other incidental expenses

Bank accounts should be closed out at the end of the season. If there is money left over after the year end parties, funds contributed directly by parents, should be divided evenly amongst the players who participated in the events and be returned. **Absolutely no cash refund to players or parents from money**



obtained through fundraising. A surplus of money at the end of the season, resulting from team fundraising will be distributed as follows:

- If players remain on the same team, the amount is kept with the team.
- If players change teams the money should be transferred to the new team.
- If players are no longer playing with the Club, the amount stays with the team.

Please remember that teams are required to give financial assistance to coaches especially for away games and tournaments. This should be discussed with the coach prior to the start of the season. Amounts can vary due to circumstances, as coaches with children on the team, may not wish to have expenses covered. Please review the travel rate guidelines included in this handbook.

TEAM LISTS AND GAME SCHEDULES

It is the responsibility of the manager to compile and maintain a team list to be distributed to the team members. **Due to the Privacy Act, please check first with parents and team officials to obtain permission to distribute to players any of the following personal information.**

- players' names and addresses
- phone numbers – both home and daytime (cell, work)
- parents' names (ask them if OK to go on list)
- coach's name and phone number
- manager's name and phone number

Game schedules and field locations can be found on the Leagues' websites and the Club's website under the master schedule. It is the responsibility of players and parents to check the site before their games to make sure that there has been no changes in field location or game times.

If applicable for specific leagues, the team manager will be able to print individual game sheets once the player data has been uploaded to the leagues' websites by the Club Registrar. All player league data is only supplied by the Club Registrar.

REFEREE FEES

The Club Administrator will supply each team manager with a cheque to cover the referee fees. In the summer league, referee fees are paid by the home game team, or as directed by the league. Leagues supply the clubs with an estimate of how many games will be played for each team. The Administrator makes out a cheque to the manager for the season. In CISL this will also include referee fees for two Champions Challenge games or Challenge Cup games. It is the manager's responsibility to bring the exact amount of money at each game to cover the referee fee, as well as the fee for up to the two assistant referees. Game officials prefer to be paid in cash. The Administrator will advise each team on the current referee rate for the season. If all the referees do not show up at a game, only pay those who actually



officialated. Referees who do not show up, do not get paid. Any money remaining at the end of the season must be returned to the Club Administrator.

GAME DAY: SUMMER SEASON

The manager is responsible for many things on game day. The manager will need to come prepared for the game with the game sheet printed from the league's website. After the game, the manager of the winning team (or as directed by league) must report the scores to the league website. In the event of a tie, both team managers will enter the results. A username and password for the CISL website is provided to all team managers at the beginning of the season. Information on procedures specific to the league is available from the leagues' website. If the game is on grass fields, home teams are responsible for setting up the nets, if they are not already in place, as well as setting up the four (4) corner flags and taking them down afterwards. The names of all pre-approved call ups must be submitted to the Registrar to be included as an A/P on the Soccer Nova Scotia roster and also as an A/P in the league's database. If call ups do not appear on the game sheet, write their names on the sheet. Players who are not at the game must be crossed off. The game sheet and referee fees are to be given to the referee at half time. It is very important that at the end of the game after receiving the completed game sheet from the referee, to check the score to see if it is correct and also check the goal scorers as changes cannot be made later, if there is an error. If all items are believed correct or have been corrected, immediately forward a copy of the game sheet to the CISL by phone, fax or electronic mail as a scanned item.

To summarize:

1. **Print off game sheet from CISL website and take to game.**
2. **Home games:**
 - 2.1 **Set up nets and corner flags**
 - 2.2 **At half time, pay the referees in cash and submit the game sheet**
3. **After the game, the winning team must report the scores to the CISL , submit electronically a copy of the game sheet and if game is tied both teams must report.**

GYM RENTAL

If the team has a gym booked for practice and is cancelling it for a session, the Club Administrator must be notified 48-hours in advance in order to advise HRM, to avoid any rental charges. Only registered players are allowed on the gym floor. Players are not permitted on the gym floor until the coach or another designated adult is present, due to insurance liability issues. Players who are not registered are not covered under the insurance policy for gyms. **Consequently, if the coach brings their children or a player brings a sister or brother, they cannot participate under any circumstances.** In wet weather, please remember that shoes must be changed outside the gym as water on the gym floor creates problems.



WEIR FIELD, SNS TURF, BURNSIDE TURF OR ANY INDOOR FACILITIES

Two weeks' prior notice must be given to cancel time booked on turf. If notice is not given, the team will be responsible for paying the invoice for the field.

TRAINING CANCELLATION

Training may be cancelled by the club in the event of adverse weather conditions. The decision to cancel training is based on the safety of all players and is a decision reached by the Club/Tech Committee having taken guidance from outside agencies. Once the decision has been made, it will not be overturned and is not open to debate.

NOTE: Team officials are not to contact the Club and/or the Tech Committee to question the decision by the Club to cancel any training sessions.

VACATION

Ask players and parents to provide you with their vacation dates, as far in advance as possible, to ensure there will be enough players in attendance for each game.

CLUB POLICIES

- Coaches, Assistant Coaches, Managers and members of the Executive are responsible to advise the Club Executive, if they have any knowledge of any inappropriate behavior by any person associated with their team.
- Coaches, Assistant Coaches, Managers or members of the Executive cannot be affiliated with any other soccer club outside the Suburban Region.
- All Coaches, Assistant Coaches, Managers as well as Executive Members will need to have a Criminal Records Check done. Costs will be covered by the Club.
- Only registered players team officials and training staff are allowed to sit on the bench.
- There must be a same sex adult on the bench and in the changing room for all teams. For example if a female team has a male coach there must be a female adult who has a valid police check on file, in attendance in the dressing room and on the bench, vice-versa for a male team.
- No foul or abusive language during games or practices.
- No foul or aggressive language towards referees.

Disciplinary Offense	Club Action
First offense	written warning
Second offense	disciplinary meeting with parties involved
Third offense	removal for minimum of 2 games
Fourth offense	suspension for remainder of season



- All offenses are to be filed with the disciplinary committee.
- **Note:** Soccer Nova Scotia's policy regarding misconduct overrides the above. It states: "If anyone makes physical contact with a referee, or attempts to do so, or threatens to do so, that person shall be ejected immediately. The referee (or other game official) shall make a written report to the District Referee Coordinator (or designate) as soon as possible after the game. The accused shall then be suspended immediately."
- Only registered players are allowed on the gym floor due to insurance policy.

TRAVEL RATE GUIDELINES FOR HEAD COACH

Please note that this is a guideline only for compensation by the team to the head coach. The Club does not pay for these expenses. Full or partial coverage of coach's expenses, may be agreed upon by the team, according to the head coach's preference.

- **Gas: based on actual generous gas usage not mileage**
 - Bridgewater – 2 x 100 km = \$50.00
 - Kentville – 2 x 100 km = \$50.00
 - Stellarton – 2 x 150 km = \$75.00
 - Sydney – 2 x 450 km = \$200.00
 - Wolfville – 2 x 50 km = \$40.00
- **Meals and Accommodations for Overnight Games and Tournaments:**
 - Meal expenses would be provided if game times are close to meal times, particularly if team meals are arranged post games. (this is by discussion between the manager and coach and would include on meal plus gas for all locations except Cape Breton which would have several meals depending on the weekend game schedule)
 - Breakfast \$12.00 (for overnight trips to Cape Breton if it is not included in hotel rate)
 - Lunch \$15.00
 - Dinner \$20.00
 - Hotel: The amount will be equal to the basic team rate. Lodging is for head coaches only.

WINTER SOCCER

- The games are scheduled and run by the MISL except of the Under 12 A's who run in the Soccer Nova Scotia U12 Academy league and U8 Academy that run in a league by Bedford Soccer Club. Please refer to the U12 Academy operations manual for information on their program.
http://u12academy.ca/files/sns_rtcu12a_operation_manual_&_standards2.pdf
- All teams receive money for referees from the Club Administrator.
- Each team pays one-half the fee for the referees at each game for the MISL.



- The Club Registrar provides all coaches and managers with a copy of their official Soccer Nova Scotia Roster. Players not shown on the roster cannot participate in any programs (games, skills or practices) unless being assessed for team placement by a member of the Technical Committee. Updates of the rosters are provided to team officials within 24-hours of any changes. In the winter, players cannot play in the MISL games unless they have appeared on the roster and MISL database for 24-hours prior.
- Each team must supply the Club Registrar with the players' jersey numbers in order to be entered into the Club and league databases.
- The names of all pre-approved call-ups must be submitted to the Registrar to be included as an A/P on the Soccer Nova Scotia roster and also as an A/P in the league's database.
- Each time a change is made to the roster, an updated copy is sent to the MISL league to ensure the roster matches the database.
- Before each game, the MISL game sheets can be picked up at the desk. If call-ups do not appear on the game sheet, write their names on the sheet. Players who are not playing on that date must be crossed off.
- Check the completed game sheet after the game to ensure the score is correct and the goal scorers are correct for teams that keep scores. Corrections cannot be made later.
- Coaches or managers are not to contact the league directly, and must go through the Club Administrator, Diana Noel, or the Director of Youth and Senior Programs, Melanie MacKinnon.