



Team Manager Reference Guide

Thank you for volunteering to be a Team Manager for Chicago Fire Juniors. This role is very important and has grown into an essential element to bridge the gap between the CFJ office and the parent membership.

Your main role will be to communicate the answers to questions that all parents have regarding team movements and also provide admin support to the coach and parents.

“The best team managers are organized, good communicators and understand their role as parental support for team operations”.

The coach’s role is to coach the team, evaluate and develop players, make decisions with their director on team operations and logistics.

Reference

Arbiter - The system that tracks all Chicago Fire Junior home games and referee assignments. Teams must make sure that the data in Arbiter synchs with the data on the league website. www.arbitersports.com Each Team Coach or Manager is assigned a user account.

Calling Post - The use of calling post sends a pre-recorded voicemail to all phone lines on your account. To register the team simply click www.callingpost.org or call 866.994.7678.

Chicago Fire Juniors Office - Team Managers have full use of office tools during the opening hours of Monday-Friday (10-3pm); this includes photocopying, team data from files, stationary, IT and telephone use.

There are several staff members that you will interact with for different items.

- **Club Administrator** will service all team admin questions i.e. tournaments, player registration and league admin.
- **Business Operations** will service all specifics with regards off the field specifics i.e. sponsorship, raffle, volunteers, affiliates, team management, IT services and club systems.
- **ADOC's** will service all age group related specifics i.e. conflict resolution, programming, tryouts, player development and evaluation.
- **Finance** will service all financial items regarding player, team travel and membership accounts.

Coach Relationship - Your relationship with the coach should make sure that roles and functions are accounted for throughout the season. It is important to find out how each other work by discussing role/job share.

Communication - frequent communication with the coach and provide each family with the following information:

- Training schedules, locations, times
- Match schedules, locations, times
- Directions to opponents game fields
- Directions to the home fields for opposition team use

•Team Roster(s)

E7 Sports – This player registration database provides assistance with team email communication, background checks and contact information.

Games – Each team on game day would need the following materials.

- Ice
- Shelter
- Cell Phone
- Game Card competed
- Assistant Referee Cards x2 (home games only)
- Player Passes
- Roster (depending on competition) copy of and sent to the team.
- Referee Contact information (home games only)
- Opposition Contact information
- Directions given to parents

Game Cards – Each league game and certain tournaments require game cards these can be printed off the league websites.

Game Changes – Coach or Team Managers should coordinate all game schedules. For home game changes, a request for a field should be placed in writing to Don Immekus, with David Mayeau, copied to the email for referee and arbiter edits. Game number, original game time/date and new game request. The game change needs to be confirmed with the referee assignor. Keep all emails in case there are any problems. IWSL game changes must be submitted onto the IWSL website at team page (specific guidelines involved).

Inclement Weather – If club operations are effected by the weather the club will send out an email, text or calling post and in most cases multiple communications. The Park District controls Soccer fields in Wheaton and Naperville and they make decisions daily on field use.

Issues – Open and honest collaboration with the coach and directors towards team communication will prevent unpleasant confrontation in the future. If the Coach and Team Manager cannot agree on solutions then the Director for the age group will making the necessary interventions. When it comes to coaching decisions Team Manager should allow the coach to make all communications and solutions for the parent. If the Team Manager at some point were privy to any information regarding player development this must be kept confidential.

IYSA – IWSL is an IYSA member and is affiliated to US Youth Soccer. When IWSL registered teams travel they will need travel permits to play outside of their specific state.

Miscellaneous Expenses – Any expenses that the Team Manager may incur can be billed to the team. This can **never be over \$20.00** at one particular time and must be tracked and communicated to the team when the money is used. The age group director should be also copied to this communication.

New Players – The club administrator will coordinate any new player movements into the club. When the player is ready to be placed on the team or ready to play, the coach and team manager will be notified. No player should be playing or training without the club administrator performing the necessary procedures for liability and insurance purposes. The CFJ office will perform all administration, finances and registration.

Player Passes – Each player must obtain a player pass to play each league. You will not be able to use the same pass for different leagues. On very rare occasions the club will suspend a player pass. If that should happen the team manager immediately surrender the pass to Director of Business Operations.

Recruitment – College recruitment is a focus for CFJ high school players. Further information is available online. As we move through the season the coach and directors will send communication with regards college recruitment initiatives. When playing in High School showcases it is important that the parent group together with the coaching staff are handing out materials to college coaches that are evaluating players. The CFJ office has examples of these team profile templates.

Registration – All players must complete registration before their can play for CFJ. When all steps are complete the uniform link will be sent, the player pass will be obtained and they will be added to a roster. All registration information can be found at www.chicagofirejuniors.com

Results – It is recommended that the team manager assigns a parent within the team to record results through the season to track their teams win, loss, tie, goals scored and goals against. This information is used constantly when teams are entered into tournaments as evidence for specific competition level.

Rosters – The club roster for any team is held on e7 with all contact information. Official league and state rosters can be found on the league websites in the registration area.

Rules – Any tournament or league will display their rules of play or selection on their website.

Seeding – All teams have seeding, this occurs in two different formats depending on leagues. i) A seeding meeting to discuss team placement all based on the previous year results. ii) A seeding tournament to allow teams to play in higher or lower levels depending on results.

Sidelines Behaviour – Unfortunately, there will be unruly parents on the sidelines. It is important that parents police themselves as a group with the team manager monitoring any negative elements. Each parent signed a “family contract”; the club may need to remind certain individuals that negative elements on the sidelines are not tolerated and maybe subject to further action.

Team Information Page – Each player was given a TIP sheet at tryout, it is important the team is given a copy of this at the beginning of the season so that transparency is at the forefront of everything we do.

Text Messaging – Team communications can be performed through text messaging for free. By entering your email account and adding a person’s cell phone # to an @ address will email a text within 65 characters as a SMS. i.e @tmomail.net, @vtext.com or @txt.att.net. Instructions can be found under staff resources on www.chicagofirejuniors.com.

Tournaments – Tournament selections are made by the coach and directors. The club submits all tournament applications. Upon selection and/or acceptance all travel information will be sent to the Team Manager for team distribution. Itineraries for events will be created by the coach and given to the Team Manager for team distribution. The club administrator and team manager will work together to build the team pack for team check in (EMR’s, roster, forms etc). It is responsibility of the team manager to get team checked in.

Travel – The CFJ travel policy is kept in the CFJ office and can be read at any time the office is open. When teams travel to events over a night all player travel details should be recorded for staff use. You should use the Travel Tracking sheet to complete this task.

Uniforms – CFJ uniforms are individually ordered through EUROSPOORT online @ soccer.com. Please contact Ady Gray with any questions.

Uniform Ordering and information

- You will receive an email from SOCCER.COM (Eurosport) to purchase your new uniform.
- This email contains a link that you **MUST** click on before commencing the purchasing stage. This link (uploaded cookie) gives you access to the Chicago Fire Juniors store (no public access).
- The link takes you straight to the Chicago Fire Juniors store on SOCCER.COM.
- You will be able to shop and buy all items from your shopping list within SOCCER.COM.
- All player specific items are under “Player Names” and team items are under the “Age/Team name”.
- Click on your players' name on the left tabs to purchase player customized items (Jerseys, shirts etc)
- Click on your team name on the left tabs to purchase non-specific or team items (shorts, socks etc).
- All players will have pre-selected customization that cannot be changed including numbers.
- Continue shopping by clicking on the Chicago Fire Juniors store making sure you buy all other items on your shopping list (i.e. game shorts/socks, practice shorts/socks, presentation jacket and back pack).
- Certain items are listed twice because these items are separated by size inventory item #'s (i.e. shirts; Adult or Youth)
- No Sales Tax will be included in your order; shipping charges do apply.
- Players have an option to buy multiple items at club pricing (i.e. extra socks, training tops or shorts).
- Family members may add on to a players' order at club pricing.
- No customization of any kind will be allowed. This is to ensure a unified appearance nationally across all CFJ programs.
- Multi player orders will be allowed and can be easily performed using the search engine within the club page (use the left tabs to find different teams/players).
- Uniforms can be delivered to your home, office or choice of address.

US Club – NISL is a US Club member and affiliated to USSF. This is not USYS that operates the national youth soccer championship series. Different rosters and players will have to be used when entering state cup or specific tournaments. NISL registered teams would never use travel permits because US Club is not specific to one state it is national.