

PORTAGE SOCCER CLUB  
MANAGER/COACH  
HANDBOOK  
Fall 2023





# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## *NOTES*



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## Table of Contents

WELCOME!	5
Coach/Manager Meeting	6
Parent/Player Meeting	6
Uniforms	6
Ordering	7
Delivery	7
Official Guidelines	8
Uniform Expectations	8
Fan Gear	8
Contact Cards	9
Club Database for Team Management	9
Coach & Manager Registration	9
Player Registration	10
Forms	10
Medical Release	10
Waiver and Release of Liability	11
Concussion	11
Passcard	11
Eligibility	12
Direction of Play	12
Administrative	12
Roster Changes	13
Add	13
Release	13
Transfer	13
Team Account	14
Communicating	14
Game Day Duties	14



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

Roster	15
Game Report Sheet	15
Referees	16
Payment	16
Prior to the game	16
At the game	17
After the game	17
Reporting Scores	17
WMYSA	18
GVSA	18
MSPSP	18
Volunteerism	19
Tournaments	19
Selection:	19
Application Process	20
Travel Permit	20
Guest Player Permit	20
Hotels/Motels	20
Budget	21
Indoor/Winter Training	23
Contacts	24
Appendix	27
Abbreviations & Definitions	27
Social Media Policy	29
Code of Ethics	31
Sample Budgets	34
Team Commitment Explanation through GotSport	35
Official Roster	37
Concussion Awareness Form	38



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

Waiver and Release of Liability (fillable pdf form)	40
Medical Release (fillable pdf form)	41
Heads Up Concussion	42
Game Reschedule Form (fillable pdf form)	43

## WELCOME!

Thank you for volunteering to be a Team Manager. As a team manager, you play a vital role for Portage Soccer Club with the team. A good team manager will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates.

This handbook is meant to be a guide of information for the responsibilities, the how to and where to go while acting as a PSC Manager.






Much of the information here is also available at our website: [WWW.PORTAGESOCCER.COM](http://WWW.PORTAGESOCCER.COM) which the board keeps updated on a regular basis. We have included the contact information of board members who are knowledgeable in the different areas our managers may need further guidance.



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK













## Coach/Manager Meeting

The first item on the agenda is to arrange a meeting/phone call with your head coach. This is important because not every coach will have the manager complete the same responsibilities. Some coaches prefer to take on more responsibility while others may want you more involved. Below is a list of responsibilities, which will need to be discussed.

-  Who should the players contact if they cannot make a game or practice?
-  Who supplies referees with Game Report and for home games the referee payments?
-  Who reports game scores into WMYSA, GVSA or MSPSP sites?
-  Who is responsible for filling out and submitting tournament applications and fees?
-  Who will be responsible for checking teams into tournaments?

## Parent/Player Meeting

For those returning managers, you should work with your coach to arrange for a player/parent team meeting. If there isn't a manager already in place, the club wide meeting is when the coach is looking for someone to volunteer for this role. This is typically held at the club wide meeting in June the week after tryouts. Some of the topics, which might be covered at this meeting, include:

-  Coaching staff background and experience
-  Coaching and game philosophy
-  Remind players and parents to review the Code of Ethics
-  Athlete positional expectations, playing time expectations
-  What is expected of players at practice & games
-  What is expected of parents at practice, games & behind the scenes
-  Practice schedule and location
-  What team costs are anticipated (beyond the club fee), supplemental training, tournaments, indoor soccer, winter training, etc.
-  Methods of communication: e-mail, website, TeamSnap, etc.
-  Introduction of team manager or selection of team manager.
-  Collect phone numbers (home & cell) and e-mail addresses, anyone who texts/numbers.
-  Volunteerism: concession duty & Portage Classic and PK Classic tournaments for all families.



## Uniforms

Uniform companies only produce a uniform style for about two years; subsequently, when the uniform changes, the board tries to choose one which will be available for the two years.

No matter where we are in the cycle, all players are required to have





# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

a full kit. The full kit may change with uniform cycles. The website uniform page is the best place to find out what is required with the current kit.

## Jersey Numbers

Managers should work with the coach on determining uniform numbering. Most players have a preference on what numbers they want. Because our uniforms have a two year cycle, PSC allows returning players the first option on retaining their numbers. Preference should therefore go first to returning players, then to players who played for PSC on a different team and then to the new players.

To avoid arguments, pull the returning players aside one by one during the meeting and ask if they want to retain their number (email independent notices). If they say yes, put a list of names together with the numbers already taken. Let the parents and players know you will send out one email to everyone (who is not returning) asking for three uniform number choices. Since there is such a short window of opportunity for ordering, let them know numbers will be assigned 1<sup>st</sup> to the players who are returning to PSC, but were not on this team last season and then to the players who are new to the club. These numbers will be distributed on a first come basis via email. This avoids any favoritism issues.

## Ordering

The coach will have already completed a roster list. The numbers should also be entered into the GotSport Account for each player. These links are good for the Fall and Spring seasons. The links will be on the offer letter that the coach for each team receives from DOC.

A sizing chart link is below: **"Sizing is not exact and therefore cannot be guaranteed."**  
<https://gazellesportsoccer.com/pages/nike-appaVanderplasrel-sizing>

Our new "order-by" date with Gazelle is July 1. **Uniforms must be ordered by July 1 to ensure players will have by the PK Classic in August.**

Team Gazelle will also automatically generate emails to players once you have completed and marked the team as ready to submit orders.

## Delivery

Once orders are placed, Team Gazelle will process and deliver directly to the player. The manager does not need to make any additional trips for pick up/delivery to players.



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## Official PSC Nike Team Uniform and PSC Fan Gear Guidelines

Portage Soccer Club has an exclusive partnership with Gazelle Sports and NIKE, Inc. as Portage Soccer Club's official uniform supplier. Our current agreement is effective June 2020 through May 2024. The Nike uniform kit includes 3 jerseys (green, black and white), 2 athletic shorts, and 2 pairs of Nike socks.

Portage Soccer Club strictly prohibits the application of the Portage Soccer Club name and/or logo without prior approval from the board of directors. No violation of this policy will be tolerated.

## Portage Soccer Club Team Uniform Expectations

Per the PSC/Nike uniform contract, all Portage Soccer Club teams are expected to wear their official Nike-issued uniform in all league games and all tournaments when the team is representing Portage Soccer Club (Nike jersey, Nike shorts, and Nike socks). Violations of this policy will not be tolerated by Portage Soccer Club or Nike.

*Any violation of this policy will result in the following: First instance of failing to follow the club policy will be a written reprimand from the board. The second instance will be a game suspension from coaching/playing activities. The third instance will be a removal from the team.*

**No substitutions for uniform apparel.** Replacement uniform apparel can be ordered through our club apparel link. (Exception: due to uniform shortages in the 22-23 season, some players have been given replacement shorts/socks, and these items will be allowed until the end of the 2024 season.)

**Click here to visit the Team Gazelle website and place your order:**

<https://gazellesportssoccer.com/collections/portage-lightning-sc>

## PSC Fan Gear / Apparel Guidelines

As a service to Portage Soccer Club families, we have teamed up with Team Gazelle and T-Shirt Printing Plus to offer quality club apparel at reasonable prices.

### Gazelle Team Store

Purchases can be made at any time and will be shipped directly to you!

<https://gazellesportssoccer.com/collections/portage-lightning-sc/TLR-Fanwear>

### T-Shirt Printing Plus

Quarterly, T-Shirt Printing Plus will host an online store featuring Portage Soccer Club fan





# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

gear. <https://portagelightning.itemorder.com/shop/home/>

## **Portage Soccer Club Training Shirts**

Training shirts are not mandatory. However, if your team would like to order training shirts you may do that via Team Gazelle. As part of our contractual agreement with Gazelle, teams may **not** use any other vendor to apply the Portage Soccer Club name and/or logo to training shirts.

Contact Kevin Barry- [kbarry@gazellesports.com](mailto:kbarry@gazellesports.com) - if your team is interested in ordering PSC training shirts. These shirts can be used for practices and scrimmages only. They should not be worn for any games including league games, tournament games or indoor soccer games. The training shirts are available in two styles: short sleeve and long sleeve. The PSC crest can be applied to the top right corner or centered on the chest.

**Colors options:** Fuchsia, kelly green, Graphite, Vegas Gold, Sand, Pink, Light Blue, White, Black, Silver, Gold.

You can view the colors [HERE](#). **Do not order from this link**. All orders must be placed through Kevin Barry at Gazelle.

## **Contact Cards**

Once you have determined the player uniform numbers and received the parents' home and cell phone numbers, we recommend making laminated "cheat" cards. These should contain players' names, numbers on one-side, parent names, and phone numbers on the other. This gives all of the parents an opportunity to learn each other's names as well as who is who out on the field. Try to do this prior to the first game so parents can familiarize themselves with names.

## **Club Database for Team Management**

GotSport is the database in which MSYSA & WMYSA & MSPSP require all teams to register players, coaches and managers. Each will have an individual account in order to have signed up, registered and accepted a position within our club. The club website has a tab for Tryouts with the link for that year.

## **Coach & Manager Registration**

Managers and coaches have their own accounts in GotSport to get their Background - Risk Management (Kids Safe) (yearly) cards, Safe Sports (yearly) and HeadsUp (every 3 years). Although only three adults from a team may have team cards, all coaches and managers must have all 3 fulfilled. If you are new, you will need to create an account with a link that is provided



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

by the PSC Registrar. Returning coaches and managers will need to verify the Risk Management, Safe Sports and Heads Up have not expired. The registrar will email out the proper links after coaches and managers have been named. The pass card will have the notation SSC and CDC – which means you have completed the Safe Sport and Heads Up requirements. Therefore, once your risk management background check is complete, you should print and laminate the small card copy to carry with your pass card.

The Risk Management (Kids Safe), Safe Sports and HeadsUp need to be completed by entering into your GotSport account, it is on the Dashboard under Requirements. Every coach and manager needs to complete this. Once this has been completed, a card will be issued to the coach or manager along with the player card and they are added to the roster. This only needs to be completed once for the seasonal year.

Safe Sports: This is required for each coach and manager. Each year the coach and manager will have to complete a renewal certificate as well. This can be found in the coach and manager account in GotSport, it is on the Dashboard under Requirements.

## Player Registration

The process to put a team together starts with the club tryouts in June. Players must sign up for tryouts from the link provided in our website. At tryouts, coaches will evaluate attendees. After the coach has decided on whom to offer spots, a list is sent to the registrar to open the Team registration acceptance. The coach may or may not have you help finalize getting all of the proper documentation for computer entry. This may include getting a player to accept the position on the team in GotSport, obtaining “FACE ONLY” or “PASSPORT” style photos and/or official birth certificates.

MSPSP players will also need to complete the Sports Form online each year. A link will be provided on the acceptance letter as well.

After everyone has the proper documentation, the registrar will submit the teams to the league administrator for processing. WMYSA will generate the Official Team Roster, WMYSA will add the team the roster and player cards to the team account. You will need to have a copy of the roster and player cards with you at all games. Once you print your cards, you will need to laminate and secure them on a ring.

## Forms

### Medical Release

Players will also need to have a **Medical Release** form prior to any practices. This form is what can be used should a player become injured when a parent/guardian cannot be reached or is not on site. This form will designate those individuals who are designated to act on the players behalf



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

when parent/guardian cannot be reached. This form can be found in a few places, under the 'info' tab and then 'forms' on our website [www.portagesoccer.com](http://www.portagesoccer.com) and WMYSA.org; this form for every player should be at all practices and games. A suggestion is to make a copy and provide them to the coach for practices and keep the masters in your team binder.

## Waiver and Release of Liability

The **Waiver and Release of Liability** form found under the 'info' tab and then 'forms' tab on our website [www.portagesoccer.com](http://www.portagesoccer.com) is also required to have all parents sign (or player if 18/older) prior to any practices. This form needs to be stored in your team binder.

## Concussion

In June 2013, a new Michigan law went into effect in regards to all sports organizations. The law has two parts: one for parent/player and one for the coach/manager/volunteer.

Every player/participant must receive a Concussion Information form, which must be signed and returned to the club president or registrar. In the event a player has (suspected) a concussion, prior to returning to any practice or game, the player must have a Return to Play form signed by a medical professional. All concussion forms can be found on our PSC website ([www.portagesoccer.com](http://www.portagesoccer.com)) under the 'info' tab and then 'forms' tab.

All coaches, managers and volunteers need to learn about concussions: symptoms, what to do if there is a suspected concussion, what to do to allow a player back to practices/games. The CDC has a video, which can be watched, and at the end, a certificate may be printed.

MSYSA will track with the coaches for following the law; however, each club will be responsible for their own parent/player forms: both the Informed & Return to Play.

In summary, *for all games*:

- **Select/Elite:** Coach & Player Cards, Risk Management cards, Medical Releases, Official Roster, Game Sheet, cash for referees for **home games**.
- **Premier:** Coach & Player Cards, Risk Management cards, Medical Releases, Official Roster, Game Sheet, cash for referees for **all games** (half the total amount).

## Pass Card System

This is an opportunity to utilize players within the club to play up divisions with other teams. There are no additional registration steps for a PSC rostered player to be asked to play for another team. The requesting coach will need to **obtain the player card from the primary coach** in order to allow anyone an opportunity to pass play in a game. There are very specific rules involving the Pass Card System. The general rule of thumb: A player may pass up to 2 years



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

from age appropriate division of play; play in 2 pass games per week; and not exceed 2 games per day. Coaches will need to verify players are eligible prior to the game. The Official Roster does not change.

## Eligibility

A Pass Card System (PCS) player may only be used within their own club where they are rostered as a **primary player** during WMYSA league sponsored games. Teams playing in Elite (Interleague play between GVSA, WMYSA & CASL) may utilize the PCS. If a club has premier teams, select level registered players may utilize the PCS to a MSPSP team only if the MSPSP team is sponsored by WMYSA. Premier players **cannot** pass to a WMYSA team regardless if they are playing up an age group. The PCS does not apply to tournaments, Region II, National Leagues, State Cup, non-sponsored MSPSP teams, etc.

## Direction of Play

Direction of play is based upon both age and the division the player is rostered as a “primary player”. PCS players may only play at a “higher level” of competition, no more than up to two years from their official league age group through U14. The U15 and older players may play up through U19 without age restrictions.

Additionally, PCS players can only play at a higher division of play than they are rostered as a “Primary Player”. For purposes of ranking division of play, WMYSA first looks at the division age. For example, the U12 division is considered a lower division of play than a U13 division. Next, we look at the division itself where we rank lowest to highest as being: Select C, Select B, Select A, Elite, Premier, etc. For PCS purposes within a combined age division: WMYSA considers the division of play based on the higher of the two combined age divisions. For example: WMYSA PCS considers a U15/U16 Division as a U16 Division. Premier players **cannot** pass to a WMYSA team regardless if they are playing up an age group.

## Administrative

### 1. Restrictions:

- a) Teams may not utilize more than 5 PCS players a game.
- b) Players may not utilize PCS more than twice a week. (Sun-Sat)
- c) Players cannot play in more than two games in one day.

### 2. Process:

- a) All PCS players must be counted towards the game day roster numbers.
- b) Prior to the start of the game, coaches must inform the opposing team of



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

the existence of PCS players.

- c) PCS players must have their primary team card. They cannot simply sign the game day report.

**Remember to have the player card (they may NOT sign the game sheet without a card)!**

- ⚽ 5 players may pass in a game
- ⚽ 2 year play up from league age (for U14 and younger divisions)
- ⚽ 2 games per day for a player
- ⚽ 2 pass games per week for a player (Sunday – Saturday)

The full Frequently Asked Questions and policy can be found at [WMYSA.org](http://WMYSA.org).

## Roster Changes

### Add

To add a new player to your roster, the process is the same as when we do the main registration prior to the season, however, this is done after the team roster has been generated. A late fee is assessed for any player added after the initial deadline and will be passed to the team for payment.

### Release

If a player from your roster needs to be released, then the player must complete a Release form which must be signed by the parent, coach, club official and forwarded to the league. Players who move away from the area can be released without a fee assessed; however, if the player is being released for another team or because they no longer wish to play soccer with the team, then a fee is assessed (found on the WMYSA website).

### Transfer

Any player wishing to be transferred to another team after signing and registering with an official MSYSA team, must first complete the Transfer form. The assessed fee to be Released and Transferred is determined by WMSYA, the fee can be found on the WMYSA website. This is for any change between any two MSYSA registered teams.

Before an added player may participate in a league game, the player's name MUST appear on





# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

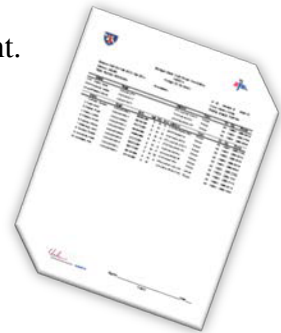
paperwork or not getting game information entered into the league standings on time.

## Official Roster

The official roster is completed at the time the player cards are produced. You will be in charge of printing a copy of this prior to the beginning of the season, as well as, printing your team's player cards. You should save a PDF copy of each for your files.

If you make player changes to your roster during the season, the official roster will be updated by WMYSA. You will need to keep a hard copy of this with you for all games. Additional copies can be printed from the **Coach or Manager GotSport Account**. Directions for printing can also be found [here](#).

1. Go to: <http://www.GotSport.com> and log in with your account
2. Choose "Team Management" and select the team you wish to print.
3. Click "Roster" at the top.
4. Choose the Event from the pull down menu and hit "Search"
5. Click on "Documents and IDs"
6. Click the "Roster PDF" and/or "ID cards"
7. Save a PDF copy and print



## Game Report Sheet

Each team is required to print their copy of the Game Report Sheet and turn into the Referee. The forms are found with your schedule in the GotSport Account. You will need to hand write any Pass Players (Pass Player Information below) at the bottom of the list as well as crossing out the absent players. You will need to let both the opponent and referee know if you have Pass Players. Printing the Game Report Sheet should be done on the Thursday before each weekend.

1. Go to: <http://www.GotSport.com>
2. Click on "Team Management".
3. Click "Matches" on the left side bar.
4. Search for match, click the 3 dots on the far right
5. Select "Print Match Card"- select Standard, select export
6. Game sheet should be generated after selecting export



## Referees



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

The main responsibilities involving the referees include:

- ⚽ Making payment prior to the start of the game
- ⚽ Providing required administrative paperwork and pass cards prior to the game.

## Payment

Prior to the season the PSC treasurer writes a single check to the coach which includes the referee fees. If the coach decides to have the managers assume this responsibility, they will need to give cash to the manager. The manager will need to make a **cash payment** to the referees prior to each home game. Be sure to have the correct amount for each referee.

Referee Money Organization:

- 3 Referees: divide and paper clip your amounts for each referee and place in a labeled envelope for each game. Please refer to your league website for current referee totals.
- **Select/Elite:** [www.wmysa.org](http://www.wmysa.org)
- **Premier:** [www.mspsp.org](http://www.mspsp.org)



If one of the assistant referees does not show, the center official does not receive additional compensation. If neither assistant referee shows, the center official should be paid at the rate of the single official listed above. Also, if one of the assistant referees does not show, use a club linesman with the single assistant referee calling offside on one end and the center referee calling offside on the end with the club linesman. **Any unused referee payments go back to our club at the end of the season.**

**DO NOT USE THE TWO-MAN SYSTEM TO REFEREE WMYSA GAMES!**

## Prior to the game

- ⚽ Print the Game Report sheet form. Cross off anyone not participating in this game and hand write up to 5 pass card players if applicable.
- ⚽ Make sure you have player cards.
- ⚽ Make sure you have envelopes and funds for each referee for the home game (select/elite), all games ½ payment for premier.





# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## At the game

- ⚡ Provide the referee with the Game Report Sheet. **Cross out the names of any players and coaches who are not present!** This is especially important with the Pass Card System. It is also to ensure suspended players and coaches are not participating. If a name is not crossed out, the league will assume the player/coach participated in the game. The coach is responsible for making sure players serve any suspensions
- ⚡ You must have a current copy of an official WMYSA or MSPSP roster for the team.
- ⚡ You must have a WMYSA player card for all players and coaches for the official team check-in. They must be listed on the game report sheet. If a player is missing their player card for some reason, the player may sign the back of the Game Report sheet to play in the league match. ***The Pass Player MUST present the player card in order to play in a game where their name does not appear on the official WMYSA Roster.*** Guest players are not allowed during league games. **Under no circumstance may a player be on the field for your team if he/she is not registered on your team through WMYSA unless this is a Pass player through your club.**

## After the game

- ⚡ After the game, check the Game Report form to make sure the goals scored are correct as well as the final score and any cards issued BEFORE signing. (Usually the coach will do this step.) Since the Game Report sheet is the only official documentation for the game, any suspensions for Red or Yellow cards as well as the official score are based on this! Coaches are not to make any comments on this report sheet. It is for the Referees only.
- ⚡ The referee is responsible for uploading the game reports into WMYSA via the game sheet QR code. S/He may add sportsmanship scores or comments after leaving the field.

## Reporting Scores

The winning team (home team in the event of a tie) should report scores into the GotSport database. **For teams playing in Elite, please enter all game scores into the WMYSA GotSport database and if you are the winning team (home team in the event of a tie) you will also need to enter the score into the GVSA.** All PSC teams should check to make sure the score of each game is reported. If the score is not reported after 48 hours, the PSC team will need to enter the score results. **WMYSA/PREMIER will not enter scores for you past 72 hours.**



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## WMYSA (Select & Elite teams)

When reporting scores, the game number used for WMYSA is the same as the Game Report Sheet indicates.

1. Go to: <http://www.GotSport.com>
2. Click on “Team Management”.
3. Click “Matches” on the left side bar.
4. Search for match, click the 3 dots on the far right
5. Select “Match Stats”
6. Enter score and hit Save



## GVSA

For reporting Elite scores in GVSA, the game number is the original game number provided with the GVSA Game Match Up.

1. Go to website: [www.gvsoccer.org](http://www.gvsoccer.org)
2. Click on the “Schedules, Results & Standings” on left
3. Choose the current season from the drop down box
4. Choose your Division from the drop down box
5. From the list of games, find the correct game, click on the game number which is on the left of the listed teams.
6. A pop up screen will ask for a score and your email address.
7. Enter scores and email address, click on Record Scores and score is updated into the system.



### GVSA - Record Score

Game Number: 1314-21  
Division: U14 Boys Elite  
PASS FC '00 ORANGE vs. USA BEIRD

PASS FC '00 ORANGE :

USA BEIRD :

Game Date: 09/15/13  
Game Time: 05:30 PM  
Field: Northview High School  
Your Email Address:

## MSPSP

All premier teams must use GotSoccer to enter scores

1. Go to [www.mspsp.org](http://www.mspsp.org)
2. Click on the Schedules and Calendar tab at the top right
3. Scroll down to MSPSP schedules
4. Click on “Score Input” in the top right
5. Enter your event id and pin from your game card.
6. Click **Go**
7. Enter your game number and press **Go**
8. Next click on the **H**ome or **A**way team box
9. Enter the score and press **Save**





# PORTAGE SOCCER CLUB

## MANAGER/COACH'S HANDBOOK

### Volunteerism

If you have looked around you will see that PSC is one of the least expensive clubs in the area. The reason our club fees are so low is that we pride ourselves on our club volunteerism. Our club is a nonprofit organization with a board and coaching staff that is comprised of 100% volunteers. Despite the nominal fees we charge, we have been able to maintain the professional appearance of our facilities through the cost savings efforts of volunteer staff and income from our concession stand sales and annual tournaments.

The PSC player's family is committing to pay the required fees and volunteer six to eight hours per year (i.e. concession stand, KISS tournament, PK Classic, and the spring and fall clean up at the complex). When staffing the concession stand your team will need to provide four volunteers. As part of the concessions responsibility, teams will be required to empty trash receptacles, clean and restock restrooms and pick up litter at the end of the day.

Our club utilizes over 300 volunteers to help make the KISS Tournament and PK Classic an annual success. During each tournament, each family is expected to volunteer 4 hours of their time *per child*. **This includes our high school girls' teams that only play in the fall and boys' teams that play in the spring.** Our volunteer coordinator will work with those families having multiple children in the club.

Our Volunteer Coordinator will send out volunteer opportunities throughout the season via SignUp Genius for you to sign up and complete your volunteer requirements.

### Tournaments

The coach will work with the parents and manager when making tournament decisions. The only two required tournaments are the KISS Tournament which our club co-hosts Memorial Day weekend with TKO Premier and PK Classic which our club co-hosts the third weekend in August with TKO Premier.

### Selection

There are numerous websites that can help when considering which tournament to attend. The Michigan State Youth Soccer Association ([MSYSA](#)) tries to maintain a list of local tournaments on their website. Another site that advertises tournaments and can be sorted by states is [GotSport](#).

In most cases the coaching staff will already have a good idea on which will provide your team with suitable competition. If the coach and manager are new to the club, they



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

should check with some of the older teams to see what they recommend.

## Application Process

Most tournaments will have a website which will provide general information, an application form, and contact information if you have further questions. It is important to pay close attention to the application deadline. In addition, it is important to understand not all teams will be accepted for every tournament.

Typically when applying for the tournament the manager or coach will need to pay for the tournament upfront when submitting the tournament application. You need to make sure you use our official team name. Each family should then pay their fees directly to that person for reimbursement.

## Travel Permit

If you attend a tournament out of state, you will need the Permission to Travel form. If this is a tournament using GotSport you may be able to go through your GotSport account and apply. [MSYSA](#) has instructions on this process. Please visit <https://htgsports.net/ttc/travelpermit> to obtain a permit. If it is your first time, you will need to create your own account.

## Guest Player Permit

Occasionally a team may ask an additional player or two to attend a tournament with them. You must obtain a Guest Player Permit thru [MSYSA](#) for anyone not on the official team roster. Most tournaments only allow a small number of guest players on a team, be sure you don't try to take more than allowed.

Most teams do not charge a guest player for playing in the tournament. On occasion a player has come to the team requesting to play in the tournament with them and then they pay a portion of the tournament fee.

## Hotels/Motels

Making reservations and booking rooms is typically the Team Manager's responsibility. Successful managers understand team building is an important component to a team's success. This is because it involves the establishment and development of greater trust and cooperation between both the families and members of the team. To help foster this team atmosphere we highly recommend players from the same team try and stay at the same hotel. This will give both players and families a chance to get to know one another better.



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

When selecting a hotel consider the following factors. Look for hotels which are less than 20 miles from the playing fields. Select hotels which offer such accommodations as indoor swimming pools, continental breakfast and a lobby area big enough for parents to mix and mingle with one another. Finally try and select a hotel that is affordable for everyone. The PSC website provides many resources for finding hotel/motel accommodations. This can be accessed under the Managers Page.

Some tournaments may require you handle all hotel reservations through their provider, and will penalize or disqualify you from the tournament should you not abide by this. Please explain this to your families. Others may provide a list of local hotels, and leave it to you to handle arrangements.

The trick is to start the search as early as possible for the best options. Pay attention to cancellation policies and deadlines. Pay attention to other restrictions (e.g. two night minimum stay). Make sure this information is provided to all families. When booking a room block for your team, ask if you can put the entire block under one credit card, then ask for a cut-off date, so any rooms in the block that go un-booked will be released.

**STAY TO PLAY TOURNAMENTS:** This is where the tournament requires the teams to stay at the hotels designated by the tournament. Check your tournament information for their requirements.

## Budget

It is important to set up a team budget as early as possible at the beginning of the season for any anticipated team costs. For the most part, the only team costs will be for tournaments you attend. Some teams may choose to do scrimmages instead. These may have some costs associated and should follow the format of the Reimbursement of Tournament Related Coaching Expenses. All funds should be collected and disbursed by the team manager. The funds should be collected at the beginning of the season. Due to changes in recent banking fees, most managers have decided to deposit the team funds into their personal accounts rather than opening a team account. Be sure to let parents know what account is going to be used and who checks will need to be made out to. ***Please note the reimbursement policy applies to the head coach only and does not have a child playing on the team.***

The following policy of the Portage Soccer Club covers reimbursement of travel-related coaching expenses. This policy applies to head coaches only. Parent coaches (i.e. coaches who have one of their children playing on the team) are not included in this policy. This policy applies when the distance **exceeds 70 miles one way** (from the PSC main complex), as of June 2017.



# PORTAGE SOCCER CLUB

## MANAGER/COACH'S HANDBOOK

### **Tournaments:**

- Gas: Mileage will be reimbursed at a rate of 62.5 cents per mile as calculated by Google Maps from the Portage Soccer Complex (4422 Bishop Ave, Portage, MI 49002) to the team hotel at the tournament location.
- Meals: Meals will be reimbursed at a daily rate of \$35.00 per full day (e.g. the typical Friday-Sunday tournament reimbursement would total \$70.00).
- Hotels: The cost of the hotel will be reimbursed based on the actual lodging expense incurred. Coaches should stay at the same hotel as the team. Team Managers should *always* request a complimentary room for the coach when making reservations at the team hotel. If a complimentary room is not provided, then this cost will be reimbursed by the team.
- Expenses split between teams: If a coach is coaching more than one team during a tournament in the same locale, the affected teams should divide the cost of coaching equally.
- The Team Manager shall reimburse the coach for any anticipated tournament expenses no less than one week prior to the start date of the tournament.
- All team members shall be responsible for paying an equal share of all tournament fees regardless of actual participation in a particular tournament. Exceptions will only be made under extenuating circumstances and only at the discretion of the Head Coach and Team Manager. For example, families who have prior commitments on a weekend when a tournament is selected would be excluded from paying tournament expenses.
- The Team Manager will develop a budget based on the anticipated tournament participation of the team and present this budget to the team two to three weeks prior to the first game (regular season or tournament). Tournament fees (\$100 for full season, \$50 for half season) are included in player fees and will be paid to the coach/manager prior to the season. These funds should be used first for all tournament expenses. For any expenses above this amount, the Team Manager will collect each player's portion of the anticipated tournament costs at the appropriate time. At the conclusion of the season, the Team Manager will collect or reimburse funds based on actual expenses incurred.

### **Premier League and State Cup Games:**

- Effective fall 2017, mileage and meals will no longer be reimbursed for premier league away games. Those expenses are now included in the premier coaching stipend.
- In the event that the team schedules away games on consecutive days and includes a hotel stay in between, then the coach should be reimbursed as outlined above.





# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## Contacts










If you have further questions, please feel free to contact any of the following:

**PSC Registrar: Ann Michaels**                      269.501.7554                      [annpscregistrar@gmail.com](mailto:annpscregistrar@gmail.com)

**PSC Assistant Registrar: Nikki Dee**                      269.568.2474                      [nikki721@gmail.com](mailto:nikki721@gmail.com)

*Job Description: Responsible to maintain an accurate database of PSC teams, team contacts and calendar of events. Act as a resource guide to team managers. Act as a liaison between PSC and WMYSA.*

### **Tasks include:**

-  Act as administrator of GotSport database
-  Facilitate registration at tryouts with Parent Representatives
-  Submit player information to coaches & works with coaches to verify roster lists
-  Oversee and secure necessary registration paperwork of players and formulate teams in GotSport
-  Maintain and provide coaches with calendar of due dates for team formation
-  Set up manager's meeting each season for training and updating managers
-  Available to answer questions or refer where to find information
-  Attend semi-annual WMYSA general meetings
-  Report WMYSA policy/rule changes back to PSC






**PSC Manager Coordinator: Laurie Chenery**                      269.806.0101                      [chenerys@gmail.com](mailto:chenerys@gmail.com)

*Job Description: Responsible for overseeing all managers within the club and their team responsibilities.*

**Coaching Director: Wayne Harpenau**                      269.216.1388                      [coaching@portagesoccer.com](mailto:coaching@portagesoccer.com)

*Job Description: Responsible for the overall final process of coaching selection and working with coaching expectations.*

### **Tasks include:**

-  Coach expectations
-  Training schedules
-  Oversee evaluation of Coaches
-  Act as a liaison when necessary with coaching staff
-  Recruit new coaches for upcoming season needs









# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

**VP of Uniforms: Jen Whiting**    269-365-5883    [uniforms@portagesoccer.com](mailto:uniforms@portagesoccer.com)

*Job Description: Responsible for the overall process of players, parents and coaches obtaining uniforms needed in a timely manner.*

## **Tasks include:**





-  Communicates with all coaches/managers to ensure they have roster information input correctly and in a timely manner, into the ordering system
-  Works with Team Gazelle to coordinate all items necessary for the full uniform kit
-  Liaison between board and uniform companies for contracting new uniforms when as current uniforms become unavailable
-  Accumulates feedback from all parties to improve the system on a continual basis

**Treasurer: Jessica Hilts**    269.873.1067    [treasurer@portagesoccer.com](mailto:treasurer@portagesoccer.com)

**Asst. Treasurer: Erika Cutler**    269.808.6257    [erikacutler@hotmail.com](mailto:erikacutler@hotmail.com)

*Job Description: Establishes and maintains accurate, up-to-date accounting records of the PSC's business transactions and financial positions.*

## **Tasks include:**






-  Receives and deposits all player registration fees
-  Manages the Portage Soccer Club's checkbook
-  Files appropriate tax records with the Internal Revenue Services, Michigan Department of Treasury, including annual sales tax return for all concession sales, including tournament
-  Reviews and approves scholarship requests with PSC Board President

**VP Concessions: Rebecca Gouge**    [gouge112809@gmail.com](mailto:gouge112809@gmail.com)

**Assistant Concessions: OPEN**

*Job Description: Responsible for overseeing the Concessions facility*

## **Tasks Include:**

-  Schedule teams for concession duty around home game schedule
-  Maintain concession inventory
-  Oversee handbook and practices
-  Oversee managers on duty for game days
-  Oversee financial deposits from concessions



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

**VP of Fundraising: Open Position - if you are interested please contact Derek Dee**




*Job Description: Establishes and maintains accurate, up-to-date fundraising opportunities for the club.*

**Parent Representatives:**

<b>Miriam Thelen</b>	269.267.7201	<a href="mailto:mjthelen@gmail.com">mjthelen@gmail.com</a>
<b>Bekki Ewaskowitz</b>	269.000.0000	<a href="mailto:bekkieaskowitz@gmail.com">bekkieaskowitz@gmail.com</a>
<b>Kari Wilcox</b>	269.251.9818	<a href="mailto:karivessey@gmail.com">karivessey@gmail.com</a>
<b>Kelly Holdsworth</b>	317.750.5387	<a href="mailto:kellyholdsworth@yahoo.com">kellyholdsworth@yahoo.com</a>
<b>Veronica Wolf</b>	269.214.2103	<a href="mailto:the.wolf.family@icloud.com">the.wolf.family@icloud.com</a>

*Job Description: Act as a liaison between the Board and club members. Each rep. is assigned specific teams which they have no personal affiliation. To identify which represents particular teams, please visit the Board Contact page on the website.*





**Tasks Include:**

-  Contact team members for general feedback each month
-  Available to help direct and address team concerns when parents are not comfortable dealing directly with manager and/or coach.
-  Monthly updates on contacts made with various teams

**Website: Renee Holmes**                      734.626.9555                      [Renee@portagesoccer.com](mailto:Renee@portagesoccer.com)  
**Social: Brittnay Austin**                      269.377.0968                      [Brittany.n.austin@gmail.com](mailto:Brittany.n.austin@gmail.com)

*Job Description: Responsible for implementing changes and updates to the Portage Soccer Club website.*

**Tasks include:**

-  Update the website pages as needed.
-  Work with the Board to identify areas of information for additions or deletions on the website.
-  Help teams with maintaining and updating individual team pages and calendars
-  Regularly monitor the website to identify links which no longer work; errors on pages or any other technical issues relating to the club website.









# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

**Tournament Volunteer Coordinator: Tim Martin** 269.352.1755 [volunteer@portagesoccer.com](mailto:volunteer@portagesoccer.com)

*Job Description: Assigns Portage Soccer Club families to duties during the Portage Soccer Classic and PK Classic Tournaments.*

## Tasks Include:

-  Communicate with PSC Team Managers for team members
-  Send an initial email to the managers in mid-April
  - a. Introduce tournament needs/expectation
  - b. Send form for parents to sign up/give information
  - c. Send copy of job descriptions so parents have an idea of what is expected
  - d. Give specific deadlines to have data returned (how/where/when)
  - e. Indicate when assignments will be completed and distributed
-  Send assignment list to the manager for them to distribute finalized schedules as soon as schedule is completed
-  Once game schedules are set, plug volunteers into shift database
-  Scheduling priority should be to work around game schedule of children
-  Manage Volunteer Station during the tournaments for people to sign in and out

## Appendix

### Abbreviations & Definitions

As a coach or manager, parents and players will look to you to have the soccer knowledge. Here are some common abbreviations with brief descriptions as well as a link when available of terms, levels and basic soccer contacts.

- Academy     There are two different levels when people talk about Academy. The local academy is a program for 7 & 8 year olds with emphasis on learning foot skills. The other is the national, top level league which includes limited clubs in Michigan.
- AYSO        American Youth Soccer Organization is for recreational level soccer. The local group is [AYSO Region 74](#).
- CASL        [Capital Area Soccer League](#) is the league for Lansing area clubs and participates in the Elite program with GVSA & WMYSA.
- ECNL        [Elite Clubs National League](#) is the top national league for girls. Only limited clubs in Michigan currently participate.
- FIFA         [Fédération Internationale de Football Association](#) is the national organization



# PORTAGE SOCCER CLUB

## MANAGER/COACH'S HANDBOOK

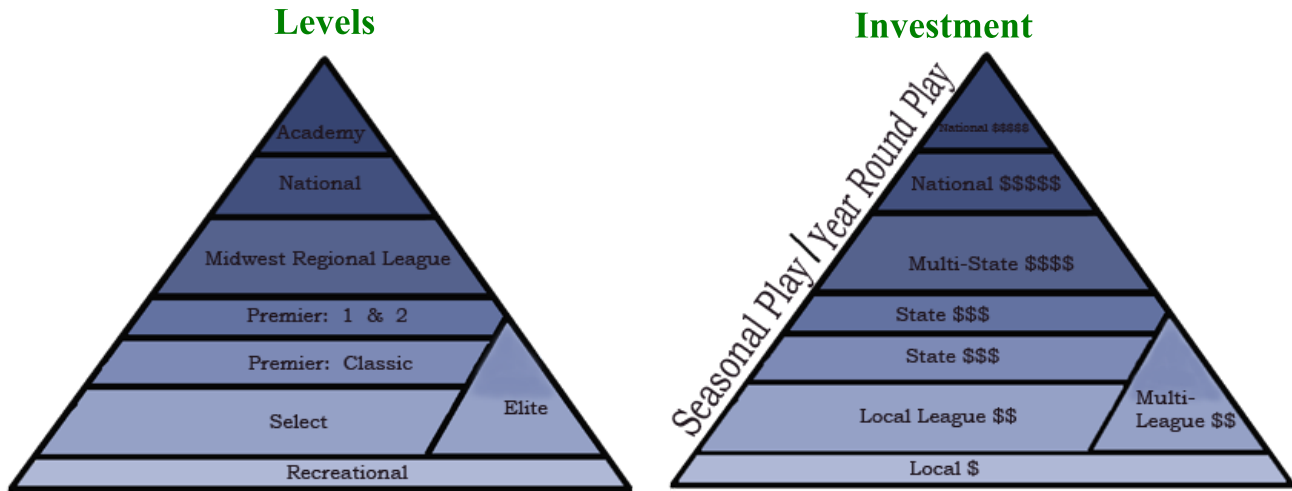
overseeing the official rules and laws of soccer.

- GVSA [Grand Valley Soccer Association](#) is the league that includes the Grand Rapids area and north. They facilitate the Elite league opportunity for U12 and older.
- NLC [National League Conference](#)
- MSPSP [Michigan State Premier Soccer Program](#) is the league set up for top teams to play within the state of Michigan.
- MSYSA [Michigan State Youth Soccer Association](#) is the state organization that regulates our league/club.
- ODP [Olympic Development Program](#) is a national program to identify and develop youth players to represent their State, Region, and country in soccer competitions. More information can be found on the MSYSA site.
- PCS Pass Card System. Interclub passing up to 5 players to play in higher division play.
- PSC [Portage Soccer Club](#) is our local club.
- Region II [Region II](#) is one of the four regions US Youth Soccer has divided the states into.
- Super Y [United Soccer League](#) is a summer U12 – U18 program. Limited numbers of clubs are allowed to participate each year under the US Club Soccer Association.
- USSF [United States Soccer Federation](#) is the governing body for the United States in soccer.
- USYSA [US Youth Soccer](#) is the largest youth sports organization regulating states in soccer.
- WMYSA [West Michigan Youth Soccer Association](#) is the league that regulates our club organization as well as all clubs within our boundaries.



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## Pyramid of Understanding



## PORTAGE SOCCER CLUB SOCIAL MEDIA POLICY

Portage Soccer Club (“PSC”) recognizes the importance of the Internet in shaping the public’s perception of our organization. PSC also recognizes the importance of our Board members, its committee members, coaches, volunteers, parents, and players (“members”) in leading and setting the tone of social media interactions in a manner that advances PSC’s mission and goals.

### **Mission Statement**

PSC sponsors youth soccer activities with the goal of providing our children an opportunity to develop into well-rounded athletes and productive, respected members of society through team play, sportsmanship, top competition, and hard work. Our mission is to provide them the opportunity to play soccer at the highest level commensurate with their individual ability, potential, and interest. An emphasis on fair play and respect for all participants is a primary element of our club’s mission.

### **Applicability**

This Social Media Policy applies to all Board members, its committee members, coaches, volunteers, parents, and players. This Social Media Policy applies to all social media content posted by PSC affiliated members in their professional and personal capacity to the extent such content is related to PSC.



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## Aspirations

PSC strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, PSC aspires to engage members of the soccer community in positive, honest, transparent, and knowledgeable dialogue about PSC through social media. PSC views social media as an important tool for communicating its successes and opportunities for athletic and individual development. PSC also views social media as a platform for receiving constructive feedback from the community and for discussing PSC's challenges and opportunities for improvement in a positive and constructive way.

## Guidelines

All PSC Members shall abide by the following guidelines when using social media:

1. Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the PSC Board of Directors for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on PSC.
2. Do not post content that would harm PSC or damage PSC's reputation. Remember that even while you are on your own personal time, you are a representative of PSC, and people may interpret your online postings or social interactions as though they were official PSC statements.
3. Use good judgment when posting comments on any official PSC sites. Bear in mind that your comments can create liability for PSC. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board of Directors.
4. Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "Would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.
5. Encourage others to engage in positive interactions on social media. If you are concerned about any PSC Member's use of social media, please bring your concerns to the attention of the PSC Board of Directors.

Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official PSC social networking sites without the approval of the PSC Board of Directors.

## Violations of the Social Media Policy

The PSC Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The PSC Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official PSC sites and to block any individual or organization from posting on any official PSC social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of PSC.



# PORTAGE SOCCER CLUB

## MANAGER/COACH'S HANDBOOK

The failure of any PSC Member to adhere to this Social Media Policy shall be considered a violation of the PSC Code of Conduct, and any PSC Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in PSC, in accordance with the PSC [Code of Conduct](#).

### **Preferred guidelines when sharing social content regarding PSC related activities:**

Tag or add official online profiles of Portage Soccer Club to your posts

- Twitter: @PortageSoccer
- Facebook: @portagesoccer
- Instagram: @portagesoccerclub

Suggested Hashtags

- #portagesoccerclub
- #portagelightning
- #PSCLightning
- #portagesoccerclassic
- #pkclassicsoccer
- #psc
- #WMYSA
- #youthsoccer

The preceding policy was modified and approved at the **February 10, 2019 PSC Board of Directors** meeting.

### **PSC Code of Ethics**

#### **Players**

- *I will encourage good sportsmanship from fellow players, coaches, officials and parents at all times.*
- *I will remember that soccer is an opportunity to learn and have fun.*
- *I deserve to play in an environment that is free of drugs, tobacco, including electronic or vapor products and alcohol; and expect everyone to refrain from their use at all soccer games.*
- *I will do the best I can each day, remembering that all players have talents and weaknesses the same as I do.*
- *I will treat my coaches, other players and coaches, game officials, other administrators, and fans with respect at all times; regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.*
- *I will concentrate on playing soccer. Always giving my best effort.*
- *I will play by the rules at all times.*



# PORTAGE SOCCER CLUB

## MANAGER/COACH'S HANDBOOK

- *I will at all times control my temper, resisting the temptation to retaliate*
- *Conduct during competition in game play, and towards officials shall be in accordance with WSMYSA rules for appropriate behavior.*
- *While traveling, players shall conduct themselves so as to being a credit to themselves and their team.*
- *Alcohol, illegal drugs and unauthorized prescription drugs shall not be possessed, consumed or distributed before, during or after any game or at any other time at the field and/or game complex.*

### *Coaches/Volunteers*

- *I will never place the value of winning before the safety and welfare of all players.*
- *I will always show respect for players, other coaches, and game officials.*
- *I will lead by example, demonstrating fair play and sportsmanship at all times.*
- *I will demonstrate knowledge of the rules of the game, and teach these rules to my players.*
- *I will never use abusive or insulting language. I will treat everyone with dignity.*
- *I will not tolerate inappropriate behavior, regardless of the situation.*
- *I will not allow the use of anabolic agents or stimulants, drugs, tobacco, or alcohol by any of my players.*
- *I will never knowingly jeopardize the eligibility and participation of a student-athlete.*
- *Youth have a greater need for example rather than criticism. I will be the primary soccer role model.*
- *I will at all times conduct myself in a positive manner.*
- *Coaching is motivating players to produce their best effort, inspiring players to learn, and encouraging players to be winners.*
- *Coach's actions on sidelines during games shall be in the spirit of "good sportsmanship" at all times. Profanity, profane gestures, arguing, inciting disruptive behavior by spectators and/or players, or any conduct not in the spirit of good sportsmanship, shall require disciplinary action from the affiliate.*
- *Alcohol, illegal drugs and unauthorized prescription drugs shall not be possessed, consumed or distributed before, during or after any game or at any other time at the field and/or game complex.*
- *I will refrain from any activity or conduct that may be detrimental or reflect adversely upon WMYSA, its members or its programs.*





# PORTAGE SOCCER CLUB

## MANAGER/COACH'S HANDBOOK

- *I will accurately and completely complete the coach/volunteer application form and by application attest to the accuracy of the information submitted.*

### *Parents/Spectators*

- *I will encourage good sportsmanship by demonstrating positive support for all players, coaches, game officials, and administrators at all times.*
- *I will place the emotional and physical well-being of all players ahead of any personal desire to win.*
- *I will support the coaches, officials, and administrators working with my child, in order to encourage a positive and enjoyable experience for all.*
- *I will remember that the game is for the players, not for the adults.*
- *I will ask my child to treat other players, coaches, game officials, administrators, and fans with respect.*
- *I will always be positive.*
- *I will always allow the coach to be the only coach.*
- *I will not get into arguments with the opposing team's parents, players, or coaches.*
- *I will not come onto the field for any reason during the game.*
- *I will not criticize game officials.*
- *Alcohol, illegal drugs and unauthorized prescription drugs shall not be possessed, consumed or distributed before, during or after any game or at any other time at the field and/or game complex.*
- *I will refrain from any activity or conduct that may be detrimental or reflect adversely upon WMYSA, its members or its programs.*

***Failure to comply may result in the suspension of your privilege to participate in MSYSA/WMYSA sanctioned events to be evaluated by the Portage Soccer Club.***

***NOTE: Any individual charged with a violation of this Code of Ethics shall be afforded due process as defined in MSYSA/WMYSA rules before the implementation of any suspension.***



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## Sample Budgets

Both of the following budgets were done in Excel using two sheets: one for the overall budget and the second for the individual players.

\*\*\*\*These are EXAMPLES\*\*\*\*

TEAM:	2009 Boys Green						
Fall 2022 Budget	Non-Parent Coach						
<b>Item</b>	<b>Anticipated</b>	<b>Players</b>	<b>Fee</b>		<b>Actual</b>	<b>Players</b>	<b>Cost</b>
Capital Area Classic							
Application fee	\$425.00	15	\$28.33		\$425.00	15	\$28.33
Mileage - 160 miles	\$56.00	15	\$3.73		\$56.00	15	\$3.73
Hotel	\$125.00	15	\$8.33		\$137.50	15	\$9.17
Meals	\$70.00	15	\$4.67		\$70.00	15	\$4.67
<b>Total</b>	<b>\$676.00</b>		<b>\$45.07</b>		<b>\$688.50</b>		<b>\$45.90</b>
Saginaw Soccer Classic*							
Application fee	\$400.00	13	\$30.77		\$400.00	13	\$30.77
Postage to mail packet	\$12.75	13	\$0.98		\$12.75	13	\$0.98
Mileage - 338 miles	\$118.30	13	\$9.10		\$118.30	13	\$9.10
Hotel	\$125.00	13	\$9.62		\$118.24	13	\$9.10
Meals	\$70.00	13	\$5.38		\$70.00	13	\$5.38
<b>Total</b>	<b>\$726.05</b>		<b>\$55.85</b>		<b>\$719.29</b>		<b>\$55.33</b>
Indoor							
Session I	695	12	\$57.92		695	12	\$57.92

Player	CAC	SSC	Session I	Paid	Refund
one	45.07	55.85	57.92	158.84	0.52
two	45.07	55.85	57.92	158.84	0.52
three	45.07	55.85	57.92	158.84	0.52
four	45.07	N/A	57.92	102.99	0
five	45.07	55.85	57.92	158.84	0.52
six	45.07	55.85	57.92	158.84	0.52
seven	45.07	55.85		100.92	0.52
eight	45.07	55.85		100.92	0.52
nine	45.07	55.85	57.92	158.84	0.52
ten	45.07	55.85	57.92	158.84	0.52
eleven	45.07	55.85		100.92	0.52
twelve	45.07	55.85	57.92	158.84	0.52
thirteen	45.07	N/A	57.92	102.99	0
fourteen	45.07	55.85	57.92	158.84	0.52
fifteen	45.07	55.85		100.92	0.52
	676.05	726.05	637.12	2039.22	6.76



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

TEAM:	2010 Boys Green						
Fall 2022 Budget	Parent Coach						
<b>Item</b>	<b>Anticipated</b>	<b>Players</b>	<b>Fee</b>		<b>Actual</b>	<b>Players</b>	<b>Cost</b>
Capital Area Classic							
Application fee	\$425.00	15	\$28.33		\$425.00	15	\$28.33
<b>Total</b>	<b>\$425.00</b>		<b>\$28.33</b>		<b>\$425.00</b>		<b>\$28.33</b>
Saginaw Soccer Classic							
Application fee	\$400.00	13	\$30.77		\$400.00	13	\$30.77
Postage to mail packet	\$12.75	13	\$0.98		\$12.75	13	\$0.98
<b>Total</b>	<b>\$412.75</b>		<b>\$31.75</b>		<b>\$412.75</b>		<b>\$31.75</b>
Indoor							
Session I	695	12	\$57.92		695	12	\$57.92

Player	CAC	SSC	Session I	Paid	Refund
one	28.33	31.92	57.92	118.17	0.17
two	28.33	31.92	57.92	118.17	0.17
three	28.33	31.92	57.92	118.17	0.17
four	28.33	N/A	57.92	86.25	
five	28.33	31.92	57.92	118.17	0.17
six	28.33	31.92	57.92	118.17	0.17
seven	28.33	31.92		60.25	0.17
eight	28.33	31.92		60.25	0.17
nine	28.33	31.92	57.92	118.17	0.17
ten	28.33	31.92	57.92	118.17	0.17
eleven	28.33	31.92		60.25	0.17
twelve	28.33	31.92	57.92	118.17	0.17
thirteen	28.33	N/A	57.92	86.25	
fourteen	28.33	31.92	57.92	118.17	0.17
fifteen	28.33	31.92		60.25	0.17
	424.95	414.96	637.12	1,477.03	2.21

## Team Commitment

The team commitment for the WMYSA teams is completed through your team GotSport account. Login with the link that is provided by WMYSA each season with your team login information and complete the link. Here is where you will add your coach integration if needed (other teams the coach will be head coaching) and your blackout dates. Each team is required to play in the Portage Soccer Club tournaments, these blackout dates should include them. Please see the calendar for both the Portage Classic in June and the PK Classic in August.

The dates that this commitment needs to be completed by is July 1 for the fall season and January 1 for



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

the spring season.

MSPSP Premier Teams will need to complete a team commitment to MSPSP through their GotSport account as well for each season that the team participates in. These dates will vary from year to year but it is generally around June 20<sup>th</sup> and January 5<sup>th</sup>. Please check the MSPSP website for details.



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## Official Roster

The Official Team Roster will list all carded officials and players for the season who may play in league games. This form must have the league registrar's signature in order to make it the official roster. You will print this from your Team Account on GotSport.

2022 - 2023 Michigan State Youth Soccer Association Roster

Portage Soccer Club  
Portage Soccer Club Portage SC 2009 Green

Association: MI  
Season: MSPSP Fall 2022  
Division:  
Team Number: 56838

Age: U14  
Gender: Male  
Level: Premier  
Color:

User Image	Name	Jersey	Reg#	DOB	State	m/f	Status	Assignment/Approved Date
	Asbeury, Victor	6	2277103	05/28/2009	MI	M	PIV	06/27/22 / 07/25/22
	Bosker, Bryce	11	2252675	08/31/2009	MI	M	PIV	06/27/22 / 07/25/22
	Bowman, Isaac	5	2031449	08/13/2009	MI	M	PIV	06/27/22 / 07/25/22
	Chan, Conner	33	2028492	03/21/2009	MI	M	PIV	06/27/22 / 07/25/22
	Chapman, Joshua	17	1946231	02/07/2009	MI	M	P	06/27/22 / 07/25/22
	Chenery, Andrew	18	1922770	01/18/2010	MI	M	PIV	06/27/22 / 07/25/22
	Daranjoh, Labib	7	1908256	11/20/2009	MI	M	P	06/27/22 / 07/25/22
	Deason, Karson	10	2180042	11/30/2009	MI	M	PIV	06/27/22 / 07/25/22
	Holmes, Connor	8	1904144	09/23/2009	MI	M	PIV	06/27/22 / 07/25/22
	Lopez, Yahir	3	11546814	10/09/2009	MI	M	P	06/27/22 / 07/25/22
	McClelland, Judah	15	2091849	11/11/2009	MI	M	PIV	06/27/22 / 07/25/22
	Selent, Jacin	29	2470150	12/30/2009	MI	M	PIV	06/27/22 / 07/25/22
	Thivino, Greyden	9	1926164	09/13/2009	MI	M	PIV	06/27/22 / 07/25/22
	Tweedy, Cade	21	1920043	06/18/2009	MI	M	PIV	06/27/22 / 07/25/22
	Williams, Conner	22	2040176	08/18/2009	MI	M	PIV	06/27/22 / 07/25/22
	Young, Gunner	28	2041856	06/05/2009	MI	M	PIV	06/27/22 / 07/25/22

Oscar Castaneda  
 MSPSP Chairperson



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

**Team Concussion Acknowledgement Form (front)** Click [here](#) for the direct link to this form

## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

#### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** which changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body which causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the player reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A player who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

- SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A player who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a player had a previous concussion. The player's club/team may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A player should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache which gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a player reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities which involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process which should be monitored by a health care professional.

Remember: Concussion affects people differently. While most players with a concussion recover quickly and fully some will have symptoms lasting for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**Player and Parent Must Sign**









# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

**Medical Release (fillable pdf form)** Click [here](#) for the direct link to this form.



## OFFICIAL FORM

---

### SOCCER MEDICAL RELEASE

Updated form required for each Seasonal Year

**THIS FORM MUST BE PRINTED OR TYPED**



I hereby give my permission for any and all medical attention necessary to be administered to my child,  
  
(INSERT CHILD'S NAME)

In the event of accident, injury, sickness, etc., under the direction of the person(s) listed below, until such time as I may be contacted, this release is effective for a period of one year from the date given below. I also assume the responsibility for the payment of any such treatment, including, but not limited to transportation for required treatment.

Parent/Guardian:

Relationship:

Address:

City/State/Zip:

Home Phone:

Office Phone:

Cell Phone:

Name of Insurance Company:

Agent:

Policy Number:  Type:

In case I cannot be reached, any of the following people are designated to act on my behalf:

1. Coach	2. Assistant Coach/Manager
3. Team Parent	4. A league representative where my child is playing
5. Any tournament representative where my child is participating in a US Youth sanctioned tournament.	

In case I cannot be reached, please call:  at:

Our Physician's Name:

Address:

City/State/Zip:

Phone:  Hospital:

Known Allergies:

Known Disabilities:

Other Important Medical Information:

Signature of Parent/Guardian & Date:



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

**Heads Up Concussion Information Form** Click [here](#) for the direct link to this form

## CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

### What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

### What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

**Children and teens** who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

To learn more, go to [cdc.gov/HEADSUP](http://cdc.gov/HEADSUP)



### Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

- I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete's Signature: \_\_\_\_\_

- I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_

Revised January 2019



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

**Game Reschedule Form (fillable pdf form)** Click [here](#) for the direct link to this form

If the form is not available, please go to [www.wmysa.org](http://www.wmysa.org) under forms. It is a fillable form and should be completed in full and then emailed to Ann Michaels at [annpscregistrar@gmail.com](mailto:annpscregistrar@gmail.com) for approval. You will receive an email with the form attached which will be sent to WMYSA for completion of the request. All fees will be passed onto the team.



## West Michigan Youth Soccer Association Fall 2023 Game Reschedule Request

Game # \_\_\_\_\_ Division \_\_\_\_\_ Gender \_\_\_\_\_

Home Team Contact: \_\_\_\_\_ Team Name \_\_\_\_\_

Away Team Contact: \_\_\_\_\_ Team Name \_\_\_\_\_

**Current Game Schedule:**

Date \_\_\_\_\_ Time \_\_\_\_\_ Location/Field \_\_\_\_\_

Team Requesting Change \_\_\_\_\_

Reason for the change \_\_\_\_\_

**Request Change to:**

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Signature of coach requesting change \_\_\_\_\_

Signature of opposing coach \_\_\_\_\_

Signature by Club Administration of Requesting Team \_\_\_\_\_

**<sup>†</sup>Fee for Rescheduled games based on Submission Date:**

Level 1: July 28 – July 31	\$15
Level 2: August 1 – August 25	\$25
Level 3: August 26 – October 22	\$75
Level 4: Inclement Weather	\$7.50 each team
No reschedules allowed with less than 7 days.	

Form should be emailed to scheduler:  
[Dana.Pope@wmysa.org](mailto:Dana.Pope@wmysa.org)

Fees will be invoiced to Requesting Team's club. All payments should be made to club.

<sup>‡</sup>Date completed form is received and read by WMYSA.



# PORTAGE SOCCER CLUB MANAGER/COACH'S HANDBOOK

## *NOTES*