

Team Manager's Manual



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Thank You !

Thank you for agreeing to be a critical part of your Team!

MANAGER'S CHECKLIST

- ☐ Schedule and conduct a Team parent/player meeting before the first practice
- ☐ Remind parents to update the player's photos in GotSoccer for their player cards
- ☐ Collect initial \$100-\$200 in fees
- ☐ Collect required forms (check with Registrar as the forms may change from year to year)
- ☐ Collect copies of birth certificates for new Arsenal players (if required by the Registrar)
- ☐ Get input on the Play Date form and identify any weekends with conflicts
- ☐ Encourage parents to volunteer
- ☐ Open Team account
- ☐ Set up cost tracking sheet
- ☐ Fill out Staff Information Form and make sure coaches complete as well
- ☐ Complete background check and make sure coaches complete as well
- ☐ Complete mandatory concussion training and make sure coaches complete it as well
- ☐ Attend mandatory Managers meeting
- ☐ Set up Team Contact List (keep handy for updates)
- ☐ Set up Team email list
- ☐ Deliver forms to Registrar
- ☐ Register the Team for tournaments
- ☐ Reserve blocks of hotel rooms for tournaments
- ☐ Send hotel information to parents with deadlines
- ☐ Notify Registrar and apply for Travel Roster on GotSoccer for **ALL TOURNAMENTS 30 days in advance**
- ☐ Ensure all players have uniforms
- ☐ Assist Executive Director to ensure all players have unique jersey numbers
- ☐ Pick up Blue Book from Registrar and make copies of the roster for referee check-in
- ☐ Ensure Blue Book is on the field before EVERY game for referee check-in and comply with that year's game card requirements
- ☐ Send schedule out to parents as soon as available
- ☐ Check each week's game schedule for changes
- ☐ Each week, email Team with game information (times, fields, directions, maps, weather)
- ☐ Act as point of contact for Coaches, HYSA, MYSA, parents, and players
- ☐ Track Red Card information during the season and make sure Sit Out forms are completed
- ☐ Coordinate with Registrar to getting documentation to State Tournaments
- ☐ Reimburse coaches for final costs
- ☐ Purchase gifts for coaches or arrange to have a parent do so, if desired by the Team
- ☐ Organize an end-of-the-season team party, if desired by the Team

INITIAL TEAM MEETING

Once a Team has been selected, the Coach or Manager must arrange for a **mandatory** parent/player meeting to go over important information for the upcoming season, collect necessary information and funds, discuss coaching topics, and to answer questions for parents and players. This needs to occur prior to the first practice to ensure the required forms are completed.

The following are suggested topics/activities for this initial meeting:

Roster/Contact List – Upon completion of tryouts, a Team roster will be compiled by HYSA listing the players for each Team. The initial team meeting is a good time to obtain information to complete the roster. Your mandatory method of communicating with the Team is TeamSnap, and all of the email addresses that a family might have (mom, dad, and player; work and home; step-parents) and all phone numbers where they can be reached (work, home and cell numbers for use during travel weekends) can be entered by the parents in TeamSnap.

It may be helpful to keep a copy of the Team roster at work, at home and in your car so that you are always prepared to deal with a change in plans or unexpected circumstances.

A copy of the completed Contact List should be given to each family to assist with coordinating transportation, etc. When sending the roster to families, include:

- Coach, Assistant Coach contact information
- Player and parent contact information
- Website addresses (Team, club, tourneys, etc.)
- Arsenal phone number (found on HYSA website)
- Manager contact information

Inform parents at this meeting how you will be communicating with them throughout the season. The mandatory method of communication between the coaches and players is TeamSnap.

Registration and Fees – Before the meeting, the Manager needs to remind the parents to complete the required forms. All players should be fully registered by the time of the parent meeting and must be registered before the first Team practice. At this point, parents should have been advised of scholarship options but if issues come up, please refer the parents to the Executive Director.

Concussion Forms – All players and parents must have read and signed the concussion form prior to the first practice and this is typically done at the time of registration. This important form provides information about the signs, symptoms, and dangers associated with concussions. Concussion forms must be reviewed and signed annually.

Play Date Form – Before the meeting, the Manager should ask the parents to review their schedules and be prepared to indicate if there are any dates on which the player cannot play (e.g., Spring Break or graduation weekend) or for which the Team needs to request a home game (e.g., Prom). The Manager will upload this information into TeamSnap so that HYSA can access it for use in MYSA scheduling.

Birth Certificates – If the club has not verified the age of the player, the Registrar will need a copy of the player's official birth certificate.

Medical Release Forms – Players may not begin practicing with the Team until a medical release form has been completed and given to the Manager or Coach. The form is completed at on-line registration. The Manager makes a copy of the form; one copy is given to the Coach and the Manager keeps the other copy. MYSA or HYSA medical release forms are completed when the player registers on GotSoccer. It is recommended that the Manager obtain these completed forms every season because some tournaments will require them.

Player Cards – **Explain** the need for player cards and the information needed to complete them. See *Player Cards* section of this document for more detail.

Uniforms – All players must have an approved club uniform to play Arsenal soccer. See *Uniforms* section of this document for information relating to the uniforms, the ordering process, and the associated costs.

Costs – Players must cover travel costs for the coaching staff, tournament registration fees, Team related responsibilities, and any other items that the Team agrees upon as a whole. These other costs may include providing food or water for the Team during the game or at halftime, an end of season Team party, gym space for practices, etc. Information regarding the calculation of travel costs and collection of these funds can be found in the *Team Costs* and *Travel Policy* sections of this document.

Tournaments – The players/parents/Coach must decide what tournaments the Team will participate in during the season. It is helpful to send tournament dates and locations ahead of the meeting so that families can check for conflicts prior to the meeting. It is really important for the Manager to reserve hotel blocks as soon as possible for the tournaments as the blocks go quickly. More information on tournaments can be found in the *Tournament* section of this document.

Volunteer Expectations and Responsibilities – With the success of the HYSA program depending so heavily on volunteer assistance, it is important to stress the importance of all families pitching in to help with various soccer program activities. Volunteer effort helps reduce expenses for the club and fundraising activities help increase revenues for the club, both of which help reduce the costs to players. Managers are expected to communicate and motivate families to volunteer for all activities.

Team Referees - Each Team **needs** to have one designated **referee**. Get a list of parents or other family members or friends of the family on your Team who are certified referees and the level of certification (8 or 9). At least one referee must be available to travel with the Team and work games in other towns. If there are no certified referees on your Team, solicit volunteers willing to complete the necessary training to become a referee. More information regarding responsibilities and training can be found in the *Team Referee* section of this document. MYSA is enforcing this requirement by penalizing teams who do not travel with referees, if those officials are needed by the host club.

HYSA Web Site – Inform the parents about the HYSA website, www.helenasoccer.org. It provides contact information for HYSA Board Members and Staff and it should be the first place to look for an answer and provides information relating club activities, upcoming training and clinics, field closures, referees, etc.

REGISTRATION

Registration needs to be completed each season. Once a player is placed on a team, all registration fees should be paid by the time of the Team meeting and in all cases must be paid before the first practice.

Arsenal Registration information is available online at <https://helenasoccer.demosphere-secure.com/registration>

Financial aid may be available through HYSA. Parents wishing to apply for a scholarship must send a written request to the Executive Director explaining the need for the scholarship.

Instructions for printing the registration form for Arsenal:

1. Click here (GotSoccer): <http://www.gotsport.com/asp/players/>
2. Enter your username and password (See below)
3. Click on “My Profile”
4. Click on “Club Registration”
5. Click on “Details” under “Arsenal” by season and year
6. Click on “Printable Registration Form” in the “Additional Forms” box in the upper left side of the screen.
7. Bring signed form to your Team Manager at the Team meeting.

Instructions for printing the registration form under Family Accounts for Arsenal

1. Click here (GotSoccer): <http://www.gotsport.com/asp/players/>
2. Enter your username and password (See below) under family account login.
3. Click on “Arsenal Spring” by season and year under “Current Programs” on the same line as the player’s name.
4. Click on “Printable Registration Form” under “Printable Documents.”
5. Bring signed form to your Team Manager.

STAFF REQUIREMENTS

- Coaches/Assistant Coaches and Managers must fill out the **Staff Information Form**, which is found under on the HYSA web site, under Forms/Policies/Resources/Forms
<https://helenasoccer.demosphere-secure.com/forms-resources/forms-documents>
- Coaches/Assistant Coaches and Managers also need to submit to a background check. Directions for completing the background check are available here:
<https://www.montanayouthsoccer.com/resources/riskmanagement/>
- Coaches/Assistant Coaches and Managers must complete Heads Up Concussion In Youth Sports Course training. The link to the training is available at:
<https://www.montanayouthsoccer.com/resources/concussions/>

PLAYER CARDS

Photo - When the Teams have been chosen, player cards will need to be made by the Registrar before the first game. Cards are needed for all players, Coaches, and Managers. Coaches, Assistant Coaches, and Managers must take and pass a rules clinic course in order to receive a sideline card.

Players typically change significantly between seasons. However, previous photos may be used if the player or Coach has not changed significantly. It is the parent's responsibility to update the player's photograph in GotSoccer.

BLUE BOOK

The Blue Book is created by the Registrar and contains all the Team information necessary for state and local club compliance. The Coaches or the Manager will decide who will be responsible for the Blue Book. It must stay with the Team for all games and practices for the entire season and will be turned back into the club Registrar at the end of the season. The following will be in the Blue Book:

- **Required Forms**
- **Team Rosters** – Managers make several copies, as the referees will need a copy for each game played for their records.
- **Player Cards** – each player, Coach/Assistant Coach, and possibly Manager will have a player card. The referees will need the player cards for each game played. Games cannot be played without player cards.
- **Red Card Documentation**

UNIFORMS, JERSEY NUMBERS, and WARMUPS

All players must have a club approved uniform to play Arsenal soccer. A “uniform” is two jerseys, each of a different color, shorts, and socks. The chosen vendor and HYSA will notify all players when they begin taking orders for uniforms and when the deadline.

Uniforms: U10 and U11 players will need to purchase an Academy uniform. All other new players will a uniform for the program they are playing. All fill-in orders from players who already have a uniform but may need new pieces (socks, shorts, etc.) also need to order at this time.

Warmups and backpacks are optional but can be ordered by any Arsenal player.

Payment is due at time of order. Some exceptions can be made for those who need it (note: players will not receive uniforms until all ordered items are paid in full).

Information regarding the uniform provider, the approved uniform, and the method used to order uniforms can be found on the HYSA website. No changes to any pieces of the Arsenal uniform may be made (i.e. no names, sponsors, etc.).

When ordering uniforms for players who have already been issued a jersey number, uniforms should be ordered with the same number unless the player has requested a different number. A player may request to change his or her jersey number at any time prior to the beginning of a season. Requests will be granted provided that no other player on that team already has the requested number. When a team is formed in a future season and more than one player has the same number, the conflict will be resolved as outlined in the paragraph below. When ordering uniforms for players who do not have a jersey number, it is important to ensure that there are no duplicates. The HYSA Executive Director will ensure that each player on each team has a unique jersey number.

There are circumstances in which the potential arises for two or more players to have the same jersey number. For example, this may occur when multi-age group teams are formed, when a player moves from a Gold Team to a Blue Team, or when a player who missed a season rejoins a team. When this occurs, the players with the same jersey number are encouraged to collaborate in determining which player retains the jersey number. In the absence of an agreement, the determination of which player retains the jersey number is as follows:

1. The player who played in the immediately preceding season is given preference.
2. If two or more players from a preceding season have the same jersey numbers, the following order of preference applies:
 - a. By order of birth year, with the player having the earliest birth year retaining the jersey number;
 - b. If more than one player was born in the earliest birth year, or if all players are from the same birth year, a random selection process will be administered by the Executive Director.

The players who have to change jersey numbers are required to purchase new uniform pieces that are numbered but are not required to purchase non-required gear (such as warmups and backpacks).

Players are prohibited from purchasing Arsenal branded items from non-HYSA authorized vendors. The Arsenal logo is a registered trademark and may not be used without permission. All uniform related items must be purchased through the HYSA-authorized providers at the cost provided by the vendor.

TEAM COSTS

It is not possible to calculate the Team Costs for the season until after MYSA publishes the final schedule. Even then things may come up throughout the season that may change the costs (e.g., a coach cannot make it to a game). However, the Manager will need to collect a portion of the fees up front to cover tournament registrations, etc. Depending upon the age group of the players and the number and type of tournaments that are planned, it is reasonable to collect \$100-\$200 up front. The following are potential costs for the season:

- Tournament fees - anywhere from \$200-\$1,100 per tournament
- Indoor Gym Space
- Water or snacks at games
- Costs up to the discretion of the Team (i.e., pizza parties, gifts, etc.)
- Coach travel costs (see **Travel Policy** enclosure)
- Others by Team choice (i.e., Team banner)

Depending on the number of tournaments you attend, the cost of the tournaments, and the amount of travel required during regular season play, it is likely that you will ask the families for more money throughout the season.

Collecting: The Manager must collect the first amount at the parent's meeting or request that your families write a check and mail it as soon as the money is requested, so you are not required to ask several times. All players must pay the initial fees before the beginning of the season or they will NOT be allowed to play. All players MUST pay the remainder of their fees prior to the end of the season or the player will not be allowed to play in the final State Tournament. Managers are responsible for collecting fees from all players. If a manager is having difficulty collecting a fee, the Manager is responsible for reporting the problem to the Coach and Executive Director immediately so that HYSA can assist in collecting. The Manager must not wait until the season is over before requesting HYSA assistance.

Record keeping: The Manager must keep accurate account of the money collected and money spent. Some teams also use a separate Team accountant, in which case the records are kept by that accountant. This information should be shared periodically with the parents. The following procedures must be followed when managing Team funds:

- Use a checking account to keep track of the soccer expenses and revenue
- Document using an expense tracking form or an appropriate spreadsheet.
- At the end of the season any remaining funds can be distributed to families or used for a party or coaches' gifts as determined by the Manager.

TRAVEL

- The intent of HYSA is to provide travel arrangements and accommodations for Coaches and players at a reasonable cost. For tournaments, each Team Manager should assist in coordinating travel arrangements and accommodations for his/her Team.
- **All Teams will assess travel costs for one Head Coach and one Assistant Coach.** This ensures that teams are assessed costs equally and coaches are reimbursed consistently. The coaches must accept the reimbursements and can use the reimbursements in their discretion. In the event a Team chooses to have more than one Assistant Coach, the Head Coach and Manager will determine how to allocate the Assistant Coach funds according to the Team's individual Coach circumstances.
- HYSA believes that the Teams should act as units and bear their financial responsibilities for the season as a group. Therefore, this policy directs that the Team costs associated with regular spring season games and the state tournament be borne equally by all players regardless of whether or not they make the trip.
- The Team costs associated with travel include: **1) Coaches' mileage, 2) Coaches' per diem, 3) Coaches' lodging, and 4) tournament entry fees.**
 - ***For all regular travel*** (league games and state tournaments) Team costs will be assessed to all players on the Team, regardless of whether or not they participate in that weekend's play. Total costs will be divided by the number of players on the Team.
 - ***For all extraordinary travel*** (pre-season, non-state league tournaments, and post-season), the Team costs will be assessed to those players who commit to the tournament when the decision is made to participate in the tournament. Exceptions made only in the case of extraordinary circumstances.
- Each player's individual costs may vary as they are subject to the player's family needs and preferences. These individual costs are *in addition* to a player's contribution to Team costs.
- **Mileage:** Mileage costs are subject to change at the discretion of the HYSA Board in order to accommodate substantial fluctuations in the price of fuel. Currently, the Head Coach and Assistant Coach shall receive **40 cents per mile** to help cover their travel expenses. Refer to mileage chart for calculations. Coaches receive mileage reimbursement only when driving; for example, if two Coaches travel together in one vehicle, only one mileage reimbursement is made.
- It is suggested that players riding with other drivers contribute to the cost of fuel at **10 cents per mile.**
- **Per Diem:** The Head Coach and Assistant Coach will be reimbursed an amount of **\$25 per day** for meals on trips lasting ten hours or more. Any trip that can be completed in less than ten hours is not eligible for per diem reimbursement. The ten hours is calculated from the time of departure from Helena to the time of return to Helena, assuming the coach returns after the last game. If the round trip can be completed in ten hours or less but a coach elects to stay longer, the trip is not eligible for per diem reimbursement.

- **Lodging Costs:** Reasonable lodging costs for the Head Coach and Assistant Coach will be paid by the Team players on overnight trips associated with tournaments. The Team will pay for separate rooms for the Head Coach and the Assistant Coach. Coaches receive individual lodging reimbursement only when staying in separate rooms; for example, if two Coaches room together, only one lodging reimbursement is made. In the absence of extraordinary circumstances, lodging costs should not be assessed for league play when the games occur in one day and the start time of the first game complies with MYSA requirements.
- **Tournament Fees:** For non-state league tournaments, only those players who attend will share the cost of the tournament fee. As stated previously, if a player initially indicates she/he will travel on a pre or post-season trip, but subsequently cannot attend due to injury or other unforeseen extraordinary event, she/he will be assessed at one-half the normal Team costs.
- **Record Keeping:** Any excess funds collected for mileage, per diem, lodging, or tournament fees will either be refunded to the players or used for a party or coaches' gifts or other purpose decided by the Manager. Records shall be kept detailing the contributions and balances for each player. A copy of these records are available upon request of a Team parent. Funds shall be disbursed at the end of the season (no later than the Annual General Meeting date for HYSA). Team Managers should calculate and collect funds in a time frame such that they are able to pay Coaches as the coach requests (e.g., prior to travel, after major travel, periodically throughout the season).
- **Player's Driving:** Players cannot drive a vehicle to out-of-town games. Parents will provide transportation whenever possible. When not possible, the Manager or Coach is authorized to rent a vehicle to supplement parent transportation. The costs of the vehicle rental will be prorated among all participating players using that transportation.
- **State Tournament Fees:** HYSA will pay an amount equal to the State Cup/Showcase registration fee for each Team as an HYSA expense (this cost is included in player registration fees). Any additional expense to attend those tournaments will be borne by the individual Teams.

TRANSPORTATION MILEAGE (round trip) & COSTS (0.40/mile)

City	Mileage	Payment	City	Mileage	Payment
Butte	128	\$51.20	Great Falls	178	\$71.20
Bozeman	190	\$76.00	Missoula	230	\$92.00
Livingston	242	\$96.80	Kalispell	392	\$156.80
Whitefish	420	\$168.00	Billings	448	\$179.20
Spokane	610	\$244.00	Libby	624	\$249.60
Troy	656	\$262.40	Pocatello	644	\$257.60
Boise	1114	\$445.60	Coeur d'Alene	554	\$221.60

TOURNAMENTS

Three tournaments occur for Teams across the state for the spring season and are held in various locations around the state at the end of the season. These are the State Cup and Montana Cup (U13-U19) and Showcase (U10-U12). Registration and fees for these three tournaments are handled by the HYSA Executive Director. Teams are required to attend their respective tournament unless there are significant extenuating circumstances that make attendance impractical and such non-attendance at the tournament is approved by the Executive Director in advance and prior to HYSA's payment of the tournament fee to MYSA. In addition, a Team that qualifies for a post-season USYS tournament is required to attend that tournament unless there are significant extenuating circumstances that make attendance impractical and such non-attendance at the tournament is approved by the Executive Director in advance. Any Team that does not attend the post-season USYS tournament for which the Team qualified is required to pay any assessed fine for non-attendance, with such fine to be borne equally by all players on that Team.

Application forms and fee information for tournaments can generally be found online. Managers should follow the guidelines established by the host organization and complete all necessary forms and information for the specific tournament. If the Team is going to participate in a tournament, the Manager will collect the appropriate fees, submit the tournament application, and book a block of rooms at a hotel in that area or advise the Team on how to acquire accommodations. The Manager should always make a copy of the application form and the entry fee receipt; copies of application forms and the travel rosters should be added to the Blue Book and the Coach will take it to the tournament.

Tournament Rosters – In-state, out-of-state, and out-of-country tournaments require specific documentation that must be completed prior to the tournament. A travel roster is required for every tournament, even in-state tournaments. Managers should follow the guidelines below.

In- and Out-of-State Tournaments

Thirty (30) days prior to the tournament, notify the Registrar in order to obtain a \$10.00 (one fee per season) tournament roster and other documentation required for the particular tournament:

- Login to the GotSoccer Team Account at https://www.gotsport.com/asp/users/login_menu.asp.
- Go to Events, the Search Events. Enter dates spanning the season and Montana as the state.
- Choose Tournament Roster and follow the directions.
- Print the Roster and place it in the Blue Book.
- Copy of the approved application for a guest player(s) available here: http://www.montanayouthsoccer.com/assets/57/6/guest_player_release_form_2018-19.pdf
- Copy of the tournament rules, registration form and tournament officials

Out-of-Country Tournaments

The Registrar must be notified and paperwork completed for out of country tournaments 90 days prior to the tournament.

Tournament Roster - Some tournaments require you to fill out the tournament roster form available online.

Directions - You will want to provide parents with directions to the hotel and the fields. Field maps and directions will come to you from the tournament officials; you will need to gather hotel directions on your own. You can always utilize websites for this but remind parents the internet directions might not be completely accurate.

Hotels – You can locate hotels at numerous sites online. Sometimes tournaments will have hotel information for you or you will be required to go through an event coordination company, but you probably won't receive tournament information as early as you need to make room reservations. Don't wait! You will need to speak with the person in Sales during daytime hours to reserve a block of rooms. You will usually ask to reserve a block of 18-25 rooms and the hotel will probably send you a contract to sign and return. The number of rooms is based upon the number of players, families (be sure to account for players with multiple families), and Coaches. For your protection, it is best to have a contract but if the hotel doesn't have one, send an email explaining your understanding of the agreement and keep a copy for yourself.

Potential questions for hotel representative:

- Nonsmoking?
- Price w/ tax?
- Amenities?
- Breakfast included?
- Require a rooming list? - Option to send the rooming list and have each family call with credit card #'s
- Any penalty for early departure? - It will depend on how your Team plays if they make it to the last day - if there is no penalty, **get it in writing.**
- Can we cancel the reservations if we do not the tournament? - You may need to tell the hotel the date you will be notified of tournament acceptance.
- What date will the unsecured rooms (rooms not secured with credit card) in the Team block reservations be released to the public?

Make reservations as soon as you learn the dates of the tournament. Hotels get booked quickly. If your Team decides not to go, you can always cancel the reservation before you sign a contract. Under no circumstances should the Manager or the Team guarantee payment of rooms within the block.

T-shirts - Sometimes tournaments will send t-shirt order forms. It's best to order that way, so players will be sure to get one. Parents must pay right away so you can pay for the order. The Manager and the Team are not to pay for individual clothing orders. Bring your list of sizes and names to the tourney, in case tourney officials have given you the wrong order. Check the order at the t-shirt location **before** you hand out any shirts.

To Check on Tournaments in other states: You can search GotSoccer Events for tournaments at <http://www.gotsport.com/asp/teams/events.asp> or you can use a search engine.

SCHEDULING OF GAMES

MYSA sets the schedule based upon information received from HYSA and the Teams. It is a compromise and results from the best information available and the desire to get the best schedule for all Teams. Coaches will use the Play Date Form to determine when the Team is available to play. The Team can request home games on a particular date but the Team must specify whether the Team cannot play at all on any dates or on dates if games are not scheduled at home. While MYSA attempts to schedule based upon the information provided, there have been instances when Teams have been scheduled on dates identified as “no play.”

MYSA begins scheduling in February so the Team must make decisions in January. The largest impact on the Team’s availability will be the tournaments the Team chooses to attend. If the Team plans to attend a tournament, the Team should indicate that weekend as a “no play” so it is not scheduled for league games. If the Team subsequently decides not to attend the tournament, the Team will most likely not have any games that weekend.

Both the Coach and Managers will be notified when games have been assigned for the season. Managers should send a link to the MYSA schedule website and create a document or calendar (e.g., Google) providing the site, date, time, and location of the game. It is helpful to also include directions to the fields when located in other cities.

If a Team does not attend a scheduled game, there will be a **substantial** (several hundred dollars) penalty which must be paid to MYSA by the Team before the next weekend. If not paid, the Team will not be allowed to play until the penalty is paid. A second offense will create further consequences for the Team. This is not an HYSA expense but is a burden that must be borne by the Team.

GAMES

The Blue Book must be available at the beginning of each game. The Center Referee will check each team in using the Player Cards. The Referee may also require a copy of the Team Roster so the Manager needs to make sure copies are available in the Blue Book.

If a player receives a **Red Card** during the game, it is critical that the Coach and Manager acquire and maintain the appropriate documentation. The player who received the Red Card must sit out the following game. The game roster must be printed out and both the Coach and the Referee **MUST** sign the roster verifying that the player did not play during the game. The Manager **MUST** maintain the signed roster until the end of the season when it is provided to MYSA so that the player will be allowed to play during the State Tournament. The Manager should **ALWAYS** keep a copy of the signed roster and take it to the State Tournament to ensure that the sit out can be verified.

COMMUNICATION and SOCIAL MEDIA

Communication from HYSA will be sent through email to the Coach and Manager as appropriate.

Managers and Coaches are to use TeamSnap as their method of communication. Families are encouraged to check their email **every day**.

Each week, the Manager should verify the week's schedule and send an email to the team with up-to-date game information. It's helpful to provide parents with directions to the fields, field maps, and hotels. All of this information can be entered and edited in TeamSnap.

The Manager can find all the information on the MYSA website Events tab at <https://www.montanayouthsoccer.com/>

Field locations and maps are also available on their website. Parents also appreciate receiving information about the weather, parking if there's anything unusual, meal ideas if applicable, or other information specific to the games.

Teams are not allowed to set up their own Facebook, Instagram, or any other social media accounts that reference the HYSA team name or otherwise reference the team's association with HYSA.