

## Manager's Notes

Dec 30, 2002

### Forms:

1. Expense Form
2. Deposit Form
3. Equipment Form
4. Player Information and Medical Release Form
5. Player Registration Form
6. Coaching Application Form
7. Player Release Form
8. Code of Conduct Form
9. Team Volunteer Log

All the forms can be found on the BC United Web Site under the Manager section. NYSW Forms can be found by going to the BC United Web Site, click on Links and go to [New York State West Youth Soccer Association](#).

### Rosters:

1. A Registration Form & the \$50 fee must be received in order to put a player on a roster.
2. Secondary Forms must be filled out to dual roster a player and an additional fee will be charged for a second player pass.
3. Release Forms must be filled out for any players that do not live in the NYSW area.
4. Players have 2 weeks, from the time they are notified, to decline a position on a team and get their registration fee reimbursed.
5. All players need jersey #s to be rostered.
6. All adults (coaches & managers) must have risk management #s before they can be on a roster.
7. There will be a two-week turnover time for new rosters.
8. All roster changes should go from the Manager to Donna Wagner and returned in the reserve order.
9. The Bingham District Registrar has requested that **NO** Manager, Parent or Player go to his home or call him, to request or pick up rosters.

**Binders:** These are highly recommended to keep team information organized.

1. Latest Certified Roster. (You should make several copies when you receive a new roster).
2. Notarized Medical Released Form.
3. Birth Certificate.
4. Code of Conduct (Issue copy to club)
5. Player Passes. (Spring)
6. Coaches Information

### **Deposits & Check Requests:**

1. All deposits & check must go through the BC United Team Account.
2. No team should have their own bank account.
3. Allow a week turn over for check requests.
4. Within the first week of the month team balances will be e-mailed to the Managers, and statements will be available.
5. No checks will be issued if a team does not have the funds in their account to cover the check.

### **Players Accounts:**

1. Managers are responsible for keeping individual players financial records.
2. Families should be notified on regular bases of their balances.

### **Fundraisers:**

1. Twice a year a \$50 fee will be deducted for the fundraising fee.
2. Each family is responsible for this fee equaling \$100 per season. If there is a family with more than one player on a BC United team, the youngest member of the family will be charged the fee, from their primary team.
3. Managers should be responsible for distributing and collecting any fundraising information. (Suggestion, collect the information a few days before it is due, so you have time to check and make any necessary correction before handing in the fundraisers.)
4. You will be notified when funds from a fundraiser will be credited to your accounts. Each fundraiser will have a different timetable for crediting individual accounts so plan appropriately.

### **Volunteer Time:**

1. All teams should have a Manager, a Board Member, a Tournament Representative, and 2 Field Coordinators.
1. Volunteer Time will be based on team time.
2. All teams should plan on having volunteer time for all BC United Tournaments, Concession Stand, Field Work on Saturdays starting in April and going through November and other Misc. Jobs.
3. Each team can make their own policy on volunteer time, plan on about 8 hours per family.
4. Each team will be assigned times to work, and will be responsible for getting the needed number of volunteers to the work assignment.
5. If your team cannot fulfill their assigned time they are responsible for switching with another team and notifying the Club of the Change.
6. Let all volunteers know that they should sign in when volunteering.