



QUEEN CITY South United Soccer Club
COMMITMENT TO COMPETE; ATTITUDE TO ACHIEVE; PASSION TO PLAY!™
Amended October 2010

Queen City South United Soccer Club

Team Handbook

Queen City Soccer has put together this package for managers and coaches in the hope that it will help with the management of the teams. If you don't find the particular information you require, please contact the Head Manager of the QC Board of Directors or contact the RSA Office.

Websites: QC - www.qcsoccer.ca
 RSA - www.reginasoccer.com
 SSA - www.sasksoccer.com
 PSL - www.spsl.ca

1. **Roles and Responsibilities of Team Manager:**

- Pick up and distribute team training kits, uniforms and equipment and keep an inventory control sheet (provided by the Equipment Committee) listing what was handed out to each player.
- Attend all games (if possible).
- Forward all pertinent Club and RSA information on to team parents.
- Get parents involved by organizing committees within the team, such as phoning trees, treasurer and equipment.
- Inform coaches and parents/players of scheduling game, practices, and team functions.
- Act as liaison between coaches, players and parents.
- Prepare and forward team registration and payment for tournaments, provincials, etc.
- Make hotel bookings and arrange for out-of-province travel permit for tournaments the team may enter.
- Contact RSA when requesting that a game(s) be rescheduled due to entry of a team in a soccer tournament or players involved in school activities (only if it affects the majority of the players).



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- Make arrangements for team photos, end-of-season parties. One option would be to consult with the parents to see if a parent would be interested in taking the team photo instead of having a professional photographer do this.
- Attend managers meetings as requested by the Club.
- Managers are not to be on the team bench during games. The only time a parent/manager should be on the team bench is when there are male players with a female coach; or female players with a male coach. For female teams with a male coach, a female manager/parent must be on the bench at all times. For boys' teams with a female coach, a male manager/parent must be on the bench at all times. This responsibility can be shared by the parents throughout the season.

2. **Registering a New Player after the Team Has Registered:**

- Contact the Club Registrar prior to adding anyone to your roster.

3. **Equipment Information:**

- Team managers are responsible for managing the equipment provided by the Club for your team. The Equipment Committee puts together this information to assist you.
- Team managers are also responsible for making sure uniforms are washed before being returned to the Equipment Committee.

Equipment Turn-Out

- The QC Equipment room is located at 1308 Winnipeg Street, Room #5 (enter the doors under the Hockey Regina sign). Turn-out for the season is normally the week before the regular season games begin. You will be notified of the exact date and your scheduled time by email.
- At turn-out you will be given all the equipment for your team which includes the player jerseys, alternate jerseys, shorts, keeper equipment, cones and balls. For the outdoor season, there is also a set of corner flags, a net and corner stakes to hold the net in place (U12 and up).

Equipment Control Sheet

- All equipment handed out will be recorded on the Control Sheet of which you will be given a copy. Use the Control Sheet to record the players' names beside the jersey



number. Also record the short size handed out. That way you will know what to expect back at the end of the season. At the end of the season this will be used by the Equipment Committee to ensure all team equipment has been returned.

Care of Uniforms

- Remind players that uniforms are to be worn to games only. This includes jerseys and shorts.
- Encourage players to have soccer bags with a separate pocket for shin pads. The velcro on shin pads damages jerseys. Uniforms should be washed inside out in cold water. **DO NOT PUT IN DRYER.** White jerseys must be washed only with whites. Any tears, player/parent to repair. There is a \$50.00 uniform deposit that is to be held by the manager for each player and is to be returned at the end of the season once the uniform is returned in acceptable condition.

Keeper Gloves/Knee Pads

- These are supplied to U10 and U12 teams. Old gloves may also be included for practices. For U14 and up, players prefer to buy their own equipment. The QC Club will reimburse up to \$30 per season per team for keeper gloves or knee pads. The team manager must submit a receipt for payment by the QC Treasurer.

First Aid Kit

- A fully supplied kit is provided to each team at turnout. **Managers must keep a list of what is used and replace the item before turn-in time. This cost is a team responsibility.**

Soccer Balls

- All players must have their own soccer ball at practice. The QC coaches and Club are not responsible for players' lost soccer balls. U8 use a size 3 ball, U10 and U12 use a size 4 ball; U14 and up use size 5 balls.
- Each team is given game balls for each season as well as a small number of practice balls. A small ball pump is also provided to each team if the coach does not already have one.



Equipment Turn-In

- Turn-in at the end of each season follows the same procedure as turn-out. Managers should ensure that all uniforms are laundered and any tears repaired before returning. Please return the jerseys and shorts neatly in the bins that were handed out at turnout. Uniform deposit cheques are to be handed in at turn-in time as well. The uniforms will be inspected, and if the uniform is in satisfactory condition, the deposit cheques will be returned or destroyed. If you require any changes to the equipment you've been given or need additional equipment, please contact a member of the Equipment Committee to make arrangements.

QC Equipment Coordinator

Rebecca Dooley

Uniform Distribution

No uniforms are to be distributed until the manager has received the following payments from each player:

- \$75.00 volunteer bond (to a maximum of \$150.00 per family)
- \$50.00 uniform deposit

It has been the Club's practice to assign jersey numbers by agreement between the players to promote team harmony. Should a conflict arise, jersey numbers will be decided by a coin toss, provided the size of the jersey is appropriate.

Team managers are responsible to collect and hold uniform deposit cheques from each player, and collect and remit the volunteer deposit cheques from each player to the Club Treasurer.

4. Communications:

- All administrative or managerial type questions are to be addressed to the Head Manager who will then provide guidance as able, or consult with the Technical Director for further direction.
- On occasion you may receive emails from our Communications Contact requesting that you forward information to your team.



- Please remember to check the website on occasion for any important Club information/news.

5. **Fundraising:**

- Fundraising initiatives for each season are presented at the time of registration. Information regarding those initiatives will be posted to our website on an ongoing basis. Any members wishing to get an update on their fundraising account should contact the Fundraising Coordinator.

6. **Practices:**

- Managers will be contacted by the Facility Coordinator /Technical Director regarding team practice schedules.
- Each team is expected to practice twice/week unless they have two games/week (outdoor season only).
- Given the extreme shortage of outdoor fields in the city, teams may be asked to find their own suitable green space for one of their two practices in the outdoor season.

7. **Player Cards:**

For U10 teams, managers or coaches should still collect the actual player cards at the beginning of the season, to ensure that the cards are at each game. If a U10 player would like to keep his/her player card, they may do so, but it will be the player's responsibility to bring the player card to each game.

Indoor Season:

- Copies of the player cards are now kept on the RSA computer. The "player cards list" will be printed off for the referees, along with the game sheets, for each game. The computer generated "player cards list" will be compared with the game sheets by the referees. If the "player cards list" matches the players named on the game sheet, the referee will proceed with the game. Players still need to bring their actual player cards with them to every game in case the game official requests to see them.
- At the end of each season, player cards are to be returned to parents/players.



Outdoor Season:

- Players are responsible for having their player cards with them for every game. All players must produce their player cards and provide it to the referee for the referee's inspection before the start of each game. If the player cards match the players named on the game sheet, the referee will proceed with the game. Failure by any player to produce his/her player card to the referee will result in that player not participating in that game.

8. **Player Movement:**

- Player movement may be used during league play. Teams may bring a player from a lower age group or division up to play a total of six times. Premier to premier players can play up unlimited times.
- **Firstly**, the coach or manager of the team wishing to call up a player, must inform the Technical Director via email of their team's intention to call up a player. **Secondly**, that coach or manager must inform the coach of the team the "called-up" player is registered with of their team's intention to ask that player to move up to play a game with their team. This must be done each time a player is called up, including tournaments.
- A Player Movement Form must be filled out each time a player is brought up. Failure to fill out the form and attach it to the game sheet could result in the forfeiture of the game if the opposing team protests.
- A Player Movement Form is attached.

9. **Player Transfers:**

- When a player is transferred, this player becomes a permanent member of the team to which that player has been transferred to. Teams are allowed three transfers per season and three transfers for Provincials. If a team has transferred three players during the season, it may not transfer any more players for Provincials. The player being transferred must come from the same zone if it is a permanent transfer. If the transfer is for Provincials only, the team must still fill out a Transfer Form and submit to the RSA Office by the deadline date.
- When transferring a player, you must obtain a Transfer Form from the RSA Office. The Form is to be filled out and signed by the appropriate people and returned to the RSA Office along with the player's card.



- Once a player has been transferred, they may not transfer back to their original team until after a period of thirty days, except for players who are transferring for Provincials, in which case, the player will only play for the team at Provincials. They would remain with their original team for all other league games.

10. **Recreational Guest Player:**

- Teams may use a recreational player as a guest player for three games.
- In order to use a recreational player, the appropriate form must be filled out and submitted to the RSA Office along with the SSA affiliation fee. Forms available at the RSA Office.
- When the player has played three games, and if it is desired that the player continue to play with the team, contact must be made with the Club Registrar.

11. **Reschedule Games:**

- The league will only reschedule games for the following reasons: a team is attending a soccer tournament or a number of the team players are participating in a school activity.
- A request for rescheduling must be made in writing to the RSA Office at least 3 weeks in advance of the scheduled game.
- When requesting a reschedule, please quote the game number, date of the game and the two teams scheduled to play. The office will reschedule the game and notify the teams that the rescheduled game has been posted to the RSA website.
- If during the outdoor season the league cancels games due to inclement weather, the league will automatically reschedule the game and post the rescheduled games on the RSA website.
- During an outdoor game, when a game is called due to inclement weather, the game will only be rescheduled if it was called in the first half of the game. If the second half of the game has started when the game is cancelled, the score of the game at that time will stand.
- RSA does not reschedule games if a team is missing a couple of players due to tournaments, holidays, or any other reason. This is the time where “player



movement” should be used. RSA does not reschedule games if the coach is not available, another person from the team or Club should be asked to fill in.

12. Game Sheets:

Indoor Season:

- Copies of the player cards are now kept on the RSA computer. The “player cards list” will be printed off for the referees, along with the game sheets, for each game. The computer generated “player cards list” will be compared with the game sheets by the referees. If the “player cards list” matches the players named on the game sheet, the referee will proceed with the game. Players are encouraged to still bring their actual player cards with them to every game.
- Game sheets are available at the front desk at the Soccer Facility.
- It is the responsibility of each manager to:
 - ensure that their team’s game sheets are accurate and complete, including participating players’ name, jersey #'s and birthdates, and coaching staff’s (including the manager) names.
 - cross off any players’ names that are not in attendance for any given game
 - ensure that it is recorded on the game sheet if any players are serving suspensions
 - add jersey numbers if these are not pre-filled in. To have jersey numbers pre-filled on game sheets, you can email the team’s player names and jersey numbers to results@reginasoccer.com
 - ensure that all coaching staff and manager sign each game sheet before the start of each game
 - email game score in the following day to results@reginasoccer.com

Outdoor Season:

- Game sheets are available on the RSA website. It is the responsibility of the Home Team to print their game sheet off the RSA website and to bring the game sheet to each game. It would be advisable if you are the visiting team to print one off as well.

THERE IS A \$25.00 PENALTY FOR FAILING TO PROVIDE A GAME SHEET.

Both teams are to email in the game score the following day to:
results@reginasoccer.com.



13. **Scoring Games:**

- RSA will verify the score from the game sheet that will be handed in by the Referee.
- RSA submits the standings to The Leader Post on a weekly basis. They generally appear in Wednesday's paper in the amateur sports section. This is subject to change if we are able to enter our game scores on-line.

14. **Discipline:**

- A copy of the RSA Discipline Code (April 2005) is available for download on the RSA website at www.reginasoccer.com

15. **Tournaments:**

- Check the SSA website for a list of sanctioned tournaments (www.sasksoccer.com).
- Each player must pay their share of their team's tournament entry fees, coach's expenses, etc. regardless of whether they are participating in the tournament.
- Players who are injured, and are not physically able to participate in any tournament(s) which may occur during the time such player is injured, will not be required to pay their portion of the team fees for such tournament(s), which will include tournament entry fees, travel, and coach's expenses.
- Effective with the 2008 outdoor season, any player that is invited to join another team at an in-town tournament will not be required to contribute to the team fees.
- Effective with the 2010-2011 indoor season, any player that is invited to join another team at an out-of-town tournament will be required to contribute to the team fees.
- Effective with the 2009/2010 Indoor Season, the manager of the Premier U14, Premier U16 or Premier U18 teams will have the cost of their hotel room paid for by the team for out of town travel. The manager will assume a responsibility to assist the coach with the supervision of the team at the Hotel, Soccer Facility and any other outside activities that the team has organized.
- If your team is travelling out-of-province for a tournament, your team must have a travel permit to do so. These permits are available from the RSA Office.



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- If you have a league game that is taking place at the same time as the tournament, you must submit a request to the RSA to have the game rescheduled. The request must be given in writing and it must be in the RSA Office at least 3 weeks prior to the date of the scheduled game.
- With regard to the 3 week request for rescheduling for a tournament, don't wait until you hear from the tournament whether you've been accepted, as notice is usually not given until a week or two prior to the tournament. As soon as you send in your tournament entry information, put in your rescheduling request.

16. **Provincials:**

- Provincials are held each season for both Division I and Division II for U12 and up, including recreational and competitive seniors.
- Information regarding Provincials is given out at the beginning of the outdoor season. For the indoor season, the information is sent out to RSA team contacts in January.
- Teams earn their berth at Provincials based on league games. If a team is playing in a mixed age group or mixed division, then only the games against teams in your own age group or division will count for Provincial standings.
- The date set for Provincial entry will not be extended. If a team has not entered by the deadline date, they will not be accepted. The Club Treasurer posts all bonds for Provincials. Teams are responsible for their own entry fee. Managers must notify the Club Treasurer if they are entering their team in Provincials, so that the bond is posted by the Club.
- SSA will post a list of hotels on their website. They block book a group of rooms in the host city. The release date listed is the date set by the hotel to release the block of rooms. Each team is responsible for making their own travel and hotel arrangements. It is a good idea to make reservations well ahead of time. It is easier to cancel them, than to try and book rooms at the last minute.
- Teams are not allowed player movement during Provincials. A team may transfer up to three players from another team. Players must be added to the team roster by the deadline outlined in the Provincial Package. Players transferred for Provincials will only play on that team during Provincials. The player would remain with his/her original team for all league and shield games.



- Division II teams may have to participate in Southern Playdowns. The entry fee and bond paid by the team cover both the Playdowns and Division II Provincials should the team qualify.
- Division I Provincials are tentatively scheduled for March 11-13, 2011 in Saskatoon; Division II Provincials are tentatively scheduled for February 25-27, 2011 in Regina. You will be notified of entry deadlines, etc. at a later date.

17. **Coaches' Expenses:**

- Teams must reimburse the head coach for expenses incurred when travelling to out-of-town league games, tournaments or Provincials. Coaches shall not be reimbursed for meals they did not have or pay for. Example: coaches cannot claim for breakfast if they had a continental breakfast provided by the hotel. A copy of the Reimbursement Form is attached for your use throughout the season.
- Following are the Club mileage and meal rates (used by the Government of Saskatchewan) effective October 2006.
- Coaches may claim the full amount of their hotel expenses including room rate plus applicable taxes, but must provide a copy of the receipt.

<u>Mileage (\$ per Km.)</u>	<u>Meals In Province</u>	<u>Meals Out of Province</u>
Min. Allowance \$5.00	Breakfast \$8.00	Breakfast \$11.00
Regular 0.3712	Dinner \$14.00	Dinner \$16.00
	Supper \$19.00	Supper \$24.00
	Per Diem \$41.00	Per Diem \$51.00



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QC Club Contacts

<u>Position</u>	<u>Name</u>	<u>Phone</u>	<u>Email</u>
President	Sam Hockings	586-6812	hockingsfamily@sasktel.net
Vice-President	Jim Kroczyński	565-2549	jkroczyński@accesscomm.ca
Technical Director	Hugh Dooley	751-0640	hugh@canadakicks.com
Communications Contact	Hugh Dooley		
Treasurer	Cheryl Duke		CDUKE@owzw.com
Secretary	Denise Lees		leestaylor@myaccess.ca
Registrar	Sarah Cooke		tcooke@accesscomm.ca
Fundraising Coordinator			
Equipment Coordinator	Rebecca Dooley		rdooley72@yahoo.ca
Volunteer Coordinator	Fawn Gafencu		fgafencu2005@hotmail.com
Facility Coordinator	Hugh Dooley		
Head Manager	Debbie Kroczyński	565-2549 (c) 999-3132	debbie.kroczyński@dbklaw.com

Organization	Phone	Email
RSA	352-8040	reginasoccer.com
Credit Union EventPlex		
P.O. Box 20944		
Regina S4T 2A0		
SSA	780-9225	coo@sasksoccer.com
1870 Lorne Street		
Regina S4P 2L7		