

Queen City Soccer Team Handbook

October 2009

QUEEN CITY SOCCER Team Information Package

Queen City Soccer has put together this package for managers and coaches in the hope that it will help you in with the management of your team. 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 equipment committee) listing what was handed out to each player
- Attend all games (if possible)
- **Forward all pertinent club and RSA information on to your team parents.**
- Get parents involved by organizing committees within your team, such as phoning trees, treasurer and equipment.
- **Inform coaches and parents/players of scheduling of games, 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 in a soccer tournament or school activity (only if it affects the majority of your players).
- Make arrangements for team photos, end-of-season parties.
- 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.
- **Each player must pay their share of their team's tournament entry fees, etc. regardless of whether they are participating in the tournament.**

Effective with the 2008 outdoor season, any player that is invited to join another team at a tournament will not be required to contribute to the teams 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 supervision of the team at the Hotel, Soccer Facility and any other outside activities that the team has organized.

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 put together this information to assist you.

Equipment Turn-Out

- The QC Equipment room is located at 1308 Winnipeg Street, Room #5 (enter the doors under the Hockey Regina sign). Turnout 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 turnout 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'll 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 is 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 kneepads. 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 lost player 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 turnout. Managers should ensure that all uniforms are laundered and any tears repaired before returning. Please return the jerseys on the hangers that were handed out at turnout. 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

4. Communications

- 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 or the 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

- **Effective October 31st, 2005**, prior to the start of each game, all players must present their player card to the referee. These cards will be compared to the game sheet. If the player cards match the players listed on the game sheet, the referee will proceed with the game. The player cards will be left on the score tables for managers to pick up at the end of each game. Note: this procedure was not followed by the refs in either to 2006 indoor or outdoor seasons. Managers must have player cards at each game in case the game official requests to see them.
- **At the end of each season, please return player cards to parents/player.**

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.
- The coach or manager must first inform the coach of the team the player is registered with, of your intention to ask the player to move up to play a game with you. This must be done each time you want to use a player, including tournaments.
- A player movement form must be filled out, each time you bring a player 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 you transfer a player, this player becomes a permanent member of your team. Teams are allowed three transfers per season and three transfers for provincials. If your team has transferred three players during the season, you may not transfer any more players for provincials. The player being transferred must come from your 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 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 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, you must fill out the appropriate form and submit it to the office along with the SSA affiliation fee.
- Once the player has played three games, if you want the player to continue playing with your team, you must contact the club registrar.
- A copy of the form is attached.

11. Reschedule Games

- The league will only reschedule games for the following reasons: a team is attending a soccer tournament or a number of your players are participating in a school activity.
- A request for rescheduling must be made in writing to the 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 you are missing a couple of players due to tournaments, holidays, or any other reason. This is the time you should use player movement. RSA does not reschedule games if your coach is not available, another person from the team or club should be asked to fill in.

12. Game Sheets

- **Game sheets are available on the RSA website.**
It is the responsibility of the Home Team to bring the printed off game sheet. 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)

- 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.
- 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 office at least 3 weeks prior to the date of the scheduled game.
- With 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, and 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 your 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 that 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, then try and book rooms at the last minute.
- Teams are not allowed player movement during provincials. You 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 1 provincials are scheduled for March 9-11 in Saskatoon; Division 2 provincials are scheduled for March 16-18 in Regina. You will notified of entry deadlines, etc. at a later date.

17. Coaches Expenses

- Teams must reimburse the head coach for expenses incurred when traveling 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.

Mileage (\$ per Km.)	Meals In Province	Meals Out of Prov.
Min. Allowance \$5.00	Breakfast \$8.00	Breakfast \$11.00
Regular 0.2904	Dinner \$14.00	Dinner \$16.00
	Supper \$19.00	Supper \$24.00
	Per Diem \$41.00	Per Diem \$51.00

QC Club Contacts

Position	Name	Phone	Email
President	Sam Hockings		
Vice-President	Vacant		
Technical Director	Hugh Dooley	751-0640	hugh@canadakicks.com
Treasurer	Scott Borys		
Secretary	Denise Lees-Taylor		
Registrar	Cheryl Duke		
Fundraising			
Equipment	Rebecca Dooley		
Coordinator			
Volunteer	Rebecca Dooley		
Coordinator			
Facility			
Coordinator			
Communications	Rebecca Dooley		
Head Manager	Holly Ripplinger	789-0843	shcripp@sasktel.net

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