

MANAGER AND TREASURER HANDBOOK



MANAGER CHECKLIST

Items highlighted in yellow refer to managerial duties.

- Have Team Meeting and outline the season
 - Develop Team Schedule
 - Establish practice times, dates, location
 - Provide list of Tournaments with dates, locations
 - Provide Team Contact list
 - Select Team Rep for monthly NWU meetings
 - Select other Team Volunteers
 - Go over Field Marshalling requirements
 - Assemble and Distribute player forms and packets
 - Plan any social team activities
 - Size and order uniforms
- Make sure players register.
- Attend Manager/Treasurer meetings sponsored by NWU. Schedule TBA.
- Make sure all adults associated with the team register online and apply for their Risk Management Card.
- Register team for Tournaments and procure an official roster for each from SkVYSA registrar.
- Register team for League play.
- Facilitate and Coordinate trainings between coach and PSSA trainers.
- Procure Member Passes (Player Cards) from SkVYSA registrar and complete.
- Create Medical Release Form packets from collected forms.
- Select a First Aid Coordinator and set up a First Aid Kit.
- Distribute League schedule to parents and players.
- Contact opposing teams and coordinate game time, location, uniform color, and directions.
- Any roster changes need to be reported to NWU and the SkVYSA registrar.
- Any changes to home game times and/or fields need to be reported and confirmed with the Field Assignor and Referee Assignor as soon as possible.
- Register for State Cup in early November.

TREASURER CHECKLIST

Items highlighted in blue refer to treasurer duties.

- Develop budget based on information from NWU and information gathered at the Managerial Meeting.
- Attend Managerial/Treasurer meetings sponsored by the Club. (Schedule TBA.)
- Create a system for keeping track of incoming monies from players and outgoing payments. (See packet for spreadsheet suggestions and examples.)
- Fill out information sheet for Scholarship Committee and send to Scholarship Committee along with the completed budget.
- Present budget at Team Meeting and collect first payment.
- Provide our Bookkeeper with the following:
 - Number of players on your roster
 - How many PSSA trainings your team is receiving
 - A statement each month showing monies paid out and monies owed. This should be sent by the 15th of each month to the bookkeeper.
- Once uniforms have been ordered, collect payments for these. Pay Soccer City once the uniforms have come in.
- Pay initial Club payment of \$100 per player within 30 days of team formation. Final payment of Club fees is due by August 1st. (\$225 total fees per player)
- Pay for any “away” tournaments the team is participating in.
- Pay for League.
- Keep track of payments made by players.
- Notify your manager and/or Duane Henson if there are financial problems.
- Pay NWU for team trainings.
- Pay coach monthly at the end of each month.
- Bring appropriate money to pay referees for home games.

- Pay coach travel stipend to NWU by the end of League play.

MANAGER AND TREASURER HANDBOOK

Items highlighted in green refer to joint manager/treasurer duties and/or responsibilities.

Tryouts Occur

Teams Form

- The coach will call players who have made the team and also those who have not. During these phone conversations, treasurers and managers will be selected, if there is not one in place already.
- The coach will have a roster available for the manager and treasurer. From this initial roster, the manager will create a Team Contact list, and the treasurer will put together a budget based on the number of players it is advisable to use the number of 15 players when figuring fees so as to plan for loss of players.
- **Players wishing to play up must complete a play up request form (see packet) and send it to the Executive Committee for approval.** Once approved, the player may be included on the roster.

Managerial Meeting Prior to Initial Team Meeting The coach will make most of the decisions discussed below. The purpose of the meeting is to inform the M/T and to have a dialogue about these issues.

- **Treasurer and Manager meet with coach to discuss the calendar for the season.**
 1. **Develop overall calendar.** This includes time off in the summer, summer soccer camps, etc.
 2. **Practice days, times, and locations are established by the coach.** Practices will be at Whitmarsh Fields in Burlington for most of the Spring, Summer, and Fall. We usually move over to Mt. Vernon High School for practices during the Winter. See Manager Information Sheet for addresses. Also, a coach may decide to locate practices elsewhere. These arrangements up to each team to decide and settle if you will not be at Whitmarsh.
 3. **Number of and a schedule for Team Trainings.** The coach decides how many trainings he wants. He/she will have settled this with NWU before tryouts. The treasurer needs to be aware of the trainings for the budget. The trainings will be scheduled and coordinated by PSSA and the manager.
 4. **Decide upon Tournaments and add to the schedule and budget.**
- **Decide upon Equipment to be ordered and include in budget.** The coach decides if the team needs new balls (practice balls and game balls), pinnies, cones, and the like. Other items that teams may wish to order:

- Bench
- Canopy for inclement weather
- First Aid equipment may be included, depending on the Treasurer's preference (also could go under Miscellaneous)
- Any practice aids such as ladders may be included at the discretion of the coach, manager, and treasurer
- Note: Corner flags are supplied by the Club and may be obtained by contacting Chuck LaMay.

- **The team budget is created by the Treasurer.**

- An overall budget including the following items will be supplied by the club:
 - i. Coach fee
 - ii. Coach/travel stipend
 - iii. PSSA Trainings
 - iv. NWU Fees
- The following fees will be discussed and settled amongst the coach, manager, and treasurer and worked into the budget:
 - i. Referees – these need to be paid for each home game, but are different for each age group. These are also dependant on the League schedule issued by the State. See Appendix no. 1 for fee schedule.
 - ii. Equipment – see above
 - iii. State League Fee – depending on what is decided by the coach, you will register your team for a League (District, CYL, State). Each League varies as to team cost. (See A. 1)
 - iv. Uniform Fees – uniform costs vary as to age group. Each player must wear a team uniform. A cost spreadsheet is included with the Treasurer's packet.
 - v. Optional Fees, such as bags and warm-ups are player specific and will be added to the budget on a per player basis. See uniform spreadsheet.
 - vi. Away Tournaments need to be decided upon and added to the calendar and budget.
 - vii. A Miscellaneous line item is advisable to pay for scrimmages (refs, field use), first aid equipment, and any unforeseen items.
- **Send budget to Scholarship Committee along with a completed team information sheet.**

- **Assemble forms for players to sign and return** (these are included in the Managers' Packet and may also be accessed off of our website):

- Medical release form
- Concussion compliance form
- Scholarship form

- Registration information and a form for people who do not have e-mail access. To register online, go to www.skvysa.org. Click Registration and then select Northwest United FC Select Soccer Club.
- Parent/Player Conduct Agreement

- **Provide the following information sheets for each player** (examples of these are also included in your packet):

- Preliminary roster contact sheet based on the initial roster, including contact information for the coach, manager, and treasurer. Any information that you don't have from the roster assembled after tryouts may be gathered at the meeting.
- Player Information Sheet (see example included in Manager's Packet).
- Calendar including practice times and locations, tournaments, potential vacations, etc., or this can simply be stated on the Player Information Sheet.
- Sheet explaining the field marshal requirement for home tournaments.
- Coaching Standards Sheet
- Soccer Sideline Etiquette Sheet
- Player Nutrition Sheet

- **The treasurer should have a budget available for players, as well as example invoices.** It is advisable to have the beginning of League play as the end date for collection of fees. An example fee system would be 5 payments – May, June, July, Aug., and Sept. If there are extenuating circumstances with players, and they need to split the fee into more payments, this may be done at the discretion of the treasurer. Older girls' teams may decide on a different system as long as fees are collected by the beginning of play in January, and Club fees are paid by August 1st.

- **Tell each player to bring the following to the meeting:**

- Copy of birth certificate if this is the first time they are playing with NWU
- Initial payment of at least \$200.
- Insurance information to aid in filling out forms.
- Any questions for the coach, manager, treasurer.

Initial Team Meeting

At this initial meeting, the coach will go over expectations and introduce him/herself. The manager will go over the packets prepared and each sheet inside. The treasurer will go over any budgetary and payment items. Other items on the agenda include:

1. **Select a team representative to attend all monthly NWU meetings.** This is most often the team manager or coach, but all are welcome to attend. In the

- event that the manager is unable to do this, a different representative can be chosen.
2. **A social activities person may be chosen.** Team social activities may be planned, such as a team potluck, BBQ, or picnic. Teams often choose to have activities planned around Tournaments as this affords for an opportunity for the whole team to be together.
 3. **Appoint a First Aid Coordinator.** This person should be knowledgeable about treating injuries, or someone who has an interest in taking a first aid course.
 4. **See Appendix 3 for other volunteer positions that may be filled.**
 5. **Size uniforms and put together a uniform order.**
 6. **Go over registration.** You can not register for League Play until all players, coaches, and parent helpers are registered. Registration directions are also included on the Manager Information Sheet.
 7. **Collect copies of birth certificates.** Players may need to supply a copy of their birth certificate if this is the first time they are registering with NWU. Copies must be procured and sent to the Registrar. These will be returned to the player after birthdates have been verified.
 8. Scholarship forms included in the packet should be filled out and handled confidentially. The treasurer is the only one who needs to know who is receiving scholarships. The date for scholarships being due will be announced. See Appendix 2 for Scholarship details.
 9. **The Treasurer will present the budget and go over financials.**
 10. **The Treasurer will collect at least \$200 from each player as an initial payment. Uniform payment may also be collected at this time for players ordering uniforms.**
 11. **A Fundraising Coordinator may be chosen to handle fundraising activities.** If the team has a lot of scholarship recipients, or would like to offset fees, it may be that the team decides to do fundraising activities. Some things that have worked for teams in the past include booths at tournaments, car washes, selling cookies, etc. If you are looking for ways to raise funds for your teams, bring your questions to the treasurer's meeting. The Fundraising Coordinator may wish to go over a few ideas and get these on the calendar.
 12. **Any play-up players should have filled out play-up request forms and need to get this approved before they register.**

After the Meeting

The manager needs to do the following:

1. **Make sure all players register.** This is very important as you can not register your team or procure an official roster for tournaments until this is done. Along with this, concussion compliance forms need to be turned in or signed online, and birth certificates need to be turned in. If you have paper copies of concussion compliance, it is a good idea to keep copies with the copies of the medical release forms.

2. **Make sure any adult helping with the team has an RMA card and has registered.** All coaches, assistant coaches, and team officers need to register online. Each person must also have an RMA card. This may be done when they register. This card allows people to be on the field with the players, and is necessary for anyone having close and frequent contact with players.
 - People who should register online besides the coach and assistant coach include the manager, treasurer, first aid coordinator.
1. **Get Official Rosters, signed by the registrar, for Tournament Play.** You should only do this after everyone on the team is registered. When you play tournaments, these rosters will be handed in either upon registration or when you sign in for tournaments. You will not be able to play in tournaments unless you have these signed rosters.
2. **Create a binder to keep yourself organized.** Include: updated roster with contact info, medical information and releases, concussion information, League schedules and contacts, Tournament information, Club contacts.
3. **Order Uniforms.** It is best to do this as one large order to cut down on shipping costs. Uniform fees should be collected when each player orders their uniform.
4. **Update the Team Contact information and distribute to players.**
5. **Register your team for League Play.**
 - District 1 (all U11 and U12, also any other age division which desires to play District Gold or Silver) www.wsyad1.com/lpa/index.asp \$400
 - CYL (inter-district developmental U14-U17) register via SkVYSA Registrar administratively
 - State League (competitive U13-U19) www.wsysa.com click “League” and follow instructions \$550
 - You’ll need your team’s ID number from last year, and this year’s current ID number if it has changed. Available from Registrar.
8. **Register for Tournaments.** Most tournament registration information can be done online. For home tournaments, see the NWU website www.nwunited.org, and click on tournaments. These tournaments do not require a payment, but Field Marshalling is required. For away tournaments, you will need to send in a check for the registration fee along with your completed registration form.
 - If you would like to add guest players, you need to get permission from the player’s coach, and then inform our registrar. Add player ID number to your roster (available from registrar).
9. **Set up team trainings with PSSA (www.pugetsoundsocceracademy.com),** facilitate communication between coach and trainers.
10. **Create Player Cards.** Member Passes (player cards) will be sent from SkVYSA registrar. You need to take photos of everyone who has a card and then attach each photo to the card as indicated. Each card will also then need to be signed by the card holder. The whole bunch will then need to be laminated and put on a key ring to be used by refs at each game. It is a good

idea to organize the player cards alphabetically. The coach/officer cards can be attached at the front or back. These do not need to be ready for tournament play, but are necessary for League play.

11. **Medical Release Forms** Once you have these all filled out and turned in, make two sets of copies. Take these copies and make two packets that are alphabetized. Put each packet in separate water-proof packets to be kept in the medicine kit. In the event of injury and emergency care, the medical release form will allow someone other than the parent to admit the player for diagnosis and treatment. Two sets are advisable so that in the event of an emergency, someone can take one packet, leaving the other packet. Signed Concussion Compliance forms may also be kept in these packets.

The treasurer should:

1. **Update payments made to the team by players in the deposit spreadsheets.**
2. **Fill out the Team Scholarship Form, attach an updated Team Budget, and send to Duane Henson. See Appendix 1 for contact info.**
3. **Pay your initial NWU Club fees.** The initial payment made by each player will be at least \$200. \$100 is sent to NWU, the other \$100 gets the team started with any equipment or other fees that need to be paid. A final payment of \$125 will be sent to NWU by August 1st (total fees are \$225).
4. **Send our Bookkeeper the following information:**
 - Number of players on roster
 - Number of PSSA trainings your team is receiving
 - Statement every month in the form of the provided spreadsheet showing items your team has paid, and items your team owes. This should be done by the 15th of each month.
4. **Create and maintain spreadsheets with team financial information including payments made by players, payments that you have paid out, and balance information. (See above.)**
5. **Collect payments for uniforms when each player orders their uniform.**
6. **Pay Soccer City upon receipt of uniforms.**
7. **Send out invoices to players that show payments and also amount owed.**
8. **Pay your coach for practices and games at the end of each month of practice. Send a copy of the check or a receipt showing you paid your coach and the amount to our bookkeeper.**
9. **PSSA Team Trainings fees are paid to NWU at the end of each month for each training.**
10. **Pay for any tournaments.**
11. **Pay for League play.**
12. **Update the invoice sheet as needed as players make payments.**

13. **Continue to send out invoices and collect payments on a monthly basis.**

14. **Continue to make payments as needed.**

15. **Help organize and set up fundraising as needed.** If there are any problems, notify the manager as soon as possible. Contact the EC if any help is needed. Our Club Treasurer can help Team Treasurers talk to parents who are having difficulty paying. We also want to assist if there are parents who are not participating in fundraising efforts.

Other Managerial Duties

- **First Aid Coordinator.** Ideally, this person will be a trained medical person. If not, anyone can volunteer, but it should be someone with a basic knowledge of how to treat injury. If we get enough interest, NWU will provide a basic first aid training session, which will be announced. First aid equipment needs to be at every game and practice (see below). The First Aid Coordinator will set up the First Aid Kit and review and replenish it periodically.
- **Set up a First Aid Kit.** The kit should be in a bag dedicated to that purpose and have equipment that will include, but not be limited to:
 - Gym bag for the kit – they have inexpensive ones at Ross, Target, or Fred Meyer.
 - Tape: athletic, elastic, latex-free bandaging tape
 - Padded tape
 - Pre-wrap for tape
 - Gauze pads
 - Ice packs: we recommend instant packs for their ease of transport and use

 - Ace bandages
 - Antiseptic solution or wipes
 - Extra water bottles to rinse off abrasions/cuts
 - Triangular bandage/safety pins
 - Band-aids/gauze to wrap open wounds
 - Basic splinting materials (tongue depressors)
 - Signed medical releases (two complete packets)
 - Signed copies of the concussion forms to go with the medical releases in packets
 - A copy of the concussion information sheet to review in the event of a head injury
- **League Schedule**
 - Once a League schedule is established (manager will be informed of this by the State), distribute to the team.
 - Establish home game times with NWU – Home game times are 9, 11, 1, or 3. Home games will be played at Skagit River Park. Contact Chuck LaMay (see Manager Information sheet) to schedule field space/times.

Once this is settled, notify Duane Henson (Manager Information sheet) of your schedule so that he may procure refs.

- Enter this information into the State website under League Schedules.
- Contact opposing teams to let them know game times, locations, directions, and uniform color. Home teams pick which side of the field to be on and the away team gets to pick the jersey color. Teams need to be notified a minimum of 72 hours prior to games, preferably 5 days prior to games. Consider travel distance when selecting game times. Contact information for other teams can be found on your League website. See attached example letter.
- Check the State website for away schedules. Managers from other teams should be contacting you to provide times, locations, and directions. Once you have a more complete schedule, notify the players and coach.
- Provide timely travel directions and instructions for players and their families. Either the travel coordinator or manager will help arrange for lodging and travel plans.
- Roster changes. Any changes need to go through NWU. See attached play-up and transfer form. Changes after September 1st need to include parental consent. The coach of the player's current team also needs to be informed. Once approval from NWU has been obtained, parental consent verified, and coaches notified, the registrar needs to be contacted.
- **Field changes. These need to go through Duane. If these changes are done after the schedule has been set up, there will be a \$10 fee paid to the Club. If the change occurs 1 week before the schedule game, a fee of \$50 will be assessed. If 48 hours before, \$100. Games may not be rescheduled 48 hours prior to game (original or new time, whichever is sooner). Also, if a game is being rescheduled, you must do it with the permission of the opposing team if the change occurs after you have entered it into the League Schedule on the WSYSA website.**
- Managers will receive roster sheets that they will need to fill out for each game. The Registrar will provide these. At the beginning of each game, the refs will look at the player cards and the roster sheet. At the end of the game, a copy of the roster sheet will be returned.
- It is up to the home team to enter the scores of the game into the League Scoring sheet. This should be done within 48 hours of the game played.

Miscellaneous Items

- **Red Cards**
 - In the event that a red card is given, the player will be sent off the field. The ref should make a note of the player. Do not give the player's card to the ref.
 - Coaches who receive red cards should leave the facility and not return.

- At the next game, the player must attend the game in street clothes. At the beginning of the game, you should introduce the player to the center ref, explain the red card, show the ref the player card, and have the ref sign the notice sent by the state. If the state has not sent you the notice yet, have the ref make a note on the roster. Once you have the notice from the state, make a copy of the roster and send it back to the state. If the player needs to sit out for more than one game, repeat this procedure.
- For a sit-out for a red card by a coach, the coach can not be at the facility and the manager will have the ref sign the form.
- **Player play-ups and transfers**
 - NWU has a strict play-up and transfer policy. We allow play-ups to occur in the best interest of the player, but this needs to be carried out with NWU and Coach Director approval. Play-up requests need to be filled out by parents and approved by the EC.
 - Transfers must occur in a sportsmanlike manner. Recruiting of players is not allowed. Please review the attached sheet for play up and transfer policies.
 - Teams who do not follow these policies will be reprimanded. The registrar will not allow transfers or play-ups to occur without approval.
- **A word about practices.** Practice space at Whitmarsh is limited. We will try our best to get you scheduled at a time that is good for your team. Please follow the timeline provided. If you decide to be there before or after your allotted time, please move off to the side to let scheduled teams onto their fields. Also, make sure that you take the spot assigned by goal number. Do not take two goals, and do not take someone else's spot. If there is another team taking too much room, politely ask them to move over. If you have a problem, contact someone on the EC for assistance.
- **State Cup.** Registration information usually starts in early November. Your coach will decide which State Cup to register for.
 - **IMPORTANT:** Teams will not be able to register for State Cup until they have paid all of their bills and are financially stable. If teams still have players who are not paid up, this is an opportunity to get them to pay. If they can't pay their fees, it is up to the team to figure out if they should play State Cup, and how to absorb the cost of their unpaid fees.

Appendix Number 1

TYPICAL SEASON FEES AND PAYMENT

- Coach Fees – These fee amounts will be provided by the club. This item is a Team Cost and will be divided equally among the players. Varies per team. Payment to coaches will be done after each month coached for the times they coached. If they were only there part of the time, they will only receive partial payment. Any agreement outside of these guidelines needs to be presented in writing to Duane Henson and signed by the coach, manager, and treasurer. A copy will be sent to Marlene Whisonant. NOTE: Coaches may not arrange for or request more money. The Club has set the Coach Fee and also the Travel Stipend. If more money is requested, notify the Club Treasurer and NWU will help sort this out.
- Travel Stipend – This is a one time fee and will be divided equally among the players. \$500 payment for this item goes to NWU and the Club will pay the coach at the end of the season. This should be sent to NWU before the end of the season.
- NWU Fees – These fees are a per player fee. Scholarship recipients will have these fees waived. See Scholarship Guidelines. \$225 per player. An initial payment of \$100 per player should be sent to Duane Henson within 30 days of team formation. A second and final payment of \$125 per player should be paid to NWU by August 1st.

- PSSA Trainings – These are a Team Cost item and will be divided equally among players. Each training is \$105. Teams will pay NWU at the end of each month for trainings. NWU will pay PSSA. Treasurers may pay these fees up front, if you wish.
- Referees – Each team will have to provide a center and two AR's for each home game. Budget for 8 home games. There is no way to know exactly how many home games you will have until League schedules are set, so be aware that this figure is subject to change. This is a Team Cost.
 - U11 – U14 \$70 per game (\$35 for the center, \$17.50 for each AR)
 - U15 and up \$80 per game (\$40 for the center, \$20 for each AR)
 Payment for Refs should be done by getting exact cash denominations and putting the money in separate envelopes (Center, AR, AR) for each ref for payment after each home game. Refs will also accept checks, but cash is preferred.
- League Fees – Each team will register for League Play. Depending on which league you play in, the team will be assessed a fee. Payment is sent to the District or State. If you pay by credit card, this can be done online and will be paid directly. If a check payment is preferred, teams will pay SkVYSA. Note on the check which team and League. Below fees are subject to change as they are set by the State or District.
 - District - \$400
 - CYL – check with registrar
 - State League - \$550
- Equipment Fee – Varies per team. Teams will order and pay for equipment at their own discretion. Budget about \$50-100 to set up a first aid kit.
- Miscellaneous Line Item – Covers unforeseen expenses such as scrimmage costs, outlay for travel, fundraising. Budget \$200, with coach/manager discretion.
- Uniforms – Spreadsheet included in Treasurer's Packet. When players order uniforms, collect their payment. Invoices will be provided by Soccer City. Payment to Soccer City is expected upon delivery of items. Checks will be sent directly to Soccer City. The invoice will have proper address information.
- Tournaments – Home tournaments are free, but Field Marshalling is required. This saves your team \$400-500, depending on the tournament. Away tournaments vary as to cost. They are typically in the \$400-500 range, but can be as much as \$700-800 per team. Payment is usually by credit card online, or by check sent in along with registration.
- Other incidentals – If you decide to set up scrimmages, there is a \$30 fee to use SRP fields. Whitmarsh fields are free, but you should check with the Field Assignor to make sure field space is available. Payment for field use is usually sent to Burlington Parks and Recreation, or paid for by credit card over the phone.
- State Cup – These fees are usually billed separately and will vary depending on which State Cup you do. Coach fees and ref fees remain the same, although there will be fewer home games. Home games at SRP are paid for by the club. Games at Mt. Vernon High School cost \$75.

- Checks going to NWU should be sent to:
NWU
c/o Duane Henson
P.O. Box 577
Mt. Vernon, WA 98273
- Checks being sent to SkVYSA should be sent to:
SkVYSA
P.O. Box 614
Mt. Vernon, WA
98274

Appendix Number 2

SCHOLARSHIP INFORMATION

- Each player should get a scholarship application in their packet at the first team meeting. Players will send completed scholarship forms to the Scholarship Committee for review by the deadline. There are usually two separate deadlines to provide for late applicants and emergency situations.
- Treasurers will fill out a Team Information Sheet and turn this, along with an accurate budget, in to the Scholarship Committee. This will allow the Scholarship Committee to have a clear idea of team costs and will help us to assess need.
- The Scholarship Committee will meet and decide upon awards and dollar amounts. The basic scholarship covers the NWU Club fee of \$225. In the case of extreme hardship, dollar amounts of more will be awarded at the discretion of the scholarship committee. In these cases, the scholarship committee will be asking for more information from these players to see if they qualify.
- Once scholarships are awarded, the awardees are notified along with the treasurer of the player's team. Treasurers will then subtract the amount awarded from what they owe NWU for Club Fees.

- The Scholarship Committee and NWU is aware that these scholarships do not cover all fees for each player. The Scholarship Committee feels that it is then up to each respective team to help players on scholarship meet obligations.
- If a team has a lot of players in need, the SC may ask teams for financial plans to see about fundraising plans, or financial plans to accommodate these players.
- Financial Obligation is broken down as follows:
 - Club Responsibility – provided for by scholarships given out by the Club.
 - Team Responsibility – can be dealt with by donations, fundraising, and sponsorships.
 - Player Responsibility – it is a given that soccer will cost something. It is recommended that each player at least pay for his/her uniform as that is something that the player will keep.
- If a player does not receive a scholarship after applying, they may reapply to appeal the Scholarship Committee's decision.
- Also, if a player who has received a scholarship finds that they are suffering from further financial shortfalls; players/teams may reapply for further assistance.

Appendix Number 3

Team Volunteers

- Team Manager – The role of the manager is outlined extensively in this document. The team manager works closely with the coach as his/her right-hand person. Ideally, major decisions are made by the coach and the manager facilitates those decisions. It is of the utmost importance that the manager a) ensure timely information is given to players; b) register for league play and tournaments; c) report league scores; d) collect and place uniform orders; e) work closely with the treasurer and other team volunteers to help the workings of the team run smoothly.
- Treasurer – The treasurer plays a vital role in making sure that the machinery of the team runs smoothly. The treasurer a) sets the yearly budget; b) collects funds

due from parents; c) makes all payments for team expenses; d) reports financial information to the club and to the team.

- NWU Representative – Each team MUST send a representative to the monthly board meetings held the 4th Monday of each month at Round Table Pizza in Mt. Vernon at 7 p.m. Most often, this is the Manager or Coach, but a different representative may be chosen. If the appointed rep cannot make the meeting, someone else from the team needs to attend. NWU discusses many important issues at these meetings and each team has a vote in deciding the directions of NWU. This board meeting also acts as a way for the Club to inform teams of important information. Each representative is a voting member of the Board and as such, each team is allowed only one vote. We encourage all interested persons to attend these meetings with the understanding that the rep will be the voting party.
- First Aid Coordinator – Ideally, this person would be a trained medical person who is also a parent of a player on the team. If this is not possible, a person with a basic understanding of how to assist an injured player and a willingness to learn would be a good candidate for this position. The first aid coordinator will supply and replenish the first aid kit and will make sure that the medical releases are kept with the kit. This kit needs to travel to all games and practices.
- Team Referee – It is necessary that there be at least one parent on the sideline who has completed the referee class. If there isn't a parent who fills this position, a player who has taken the referee class may fulfill this obligation. This is also a great way for players to make some extra money during tournaments and fall season.
- Travel Coordinator – This volunteer will provide timely and accurate travel directions for away games. If necessary, this person will also arrange lodging, transport, and helpful information for team travel where overnights are necessary.
- Fundraising Coordinator – Teams may decide to do fundraising to help kids with scholarships, to reduce overall expenses, or to purchase warm ups or bags. The fundraising coordinator will help organize these activities and also make a work schedule for team volunteers. Some ideas include seeking sponsorships, car washes, raffles, or setting up a vending booth at a tournament.
- Team Photographer and Videographer – Photos help to build team identity, spirit, and friendships. They also help to build memories. Coaches may value videos of games as a training tool and they are fun to watch for the kids.
- Team Webmaster – Some teams work well by having a team website. This can be as simple or as complicated as you want it. If a webmaster volunteers

him/herself, this person can be in charge of entering information, updating this information, and keeping photos posted.

- Equipment Manager – Most coaches take the bags of balls, pinnies, and cones with them. The first aid kit will also need to be toted around, again usually by the coach or First Aid Coordinator. There are a few items that may need to be moved by someone with large shoulders and a truck. These items are the canopy and the bench. The canopy is a cumbersome, heavy object and it works well to share this responsibility. Also, the bench is a big, heavy piece of equipment. Whoever takes on this responsibility needs to be very dependable and must agree to bring the bench to all games. The canopy need only be available in the case of inclement weather, or, conversely, if it is very hot and sunny (typically during tournament season).