



# Hotspurs USA Soccer Club



## 2011 Team Administrator Introduction

**Best-In-Class Soccer**

***NO DETOURS!!***



# HOTSPURS USA SOCCER CLUB

- Hotspurs USA
  - Primary Mission (Brief Version)
    - Provide opportunity for serious soccer players to play at competitive levels and at affordable rates
    - Provide positive learning environments and set good examples for our players
    - Grow and be good stewards in our communities



# HOTSPURS USA SOCCER CLUB

- Hotspurs USA Governance
  - Board of Directors
    - Responsible for creating and following Bylaws and governing all aspects of the league
    - Develop organizational plans
    - Create and implement annual financial budgets
    - Hire and work with Director of Soccer Operations to help develop and oversee programs
    - Ensure the league operates in compliance with its operational plans





# HOTSPURS USA SOCCER CLUB

- Hotspurs USA Governance
  - Board of Directors Positions
    - President
    - 1<sup>st</sup> Vice President – Fields
    - 2<sup>nd</sup> Vice President – Player Services / Risk Management / Communications
    - Secretary – Maintain meeting minutes
    - Treasurer – CFO / Bookkeeping
    - Directors at Large (3) – Miscellaneous assistance and ongoing advisement



# HOTSPURS USA SOCCER CLUB

- Team Administrators – Safety is #1
  - Department of Justice KIDSafe - LiveScan
    - All Team Administrators must be LiveScanned
  - Must complete an Administrator form and be approved by the Hotspurs USA Board of Directors
  - Who is a Team Administrator?
    - Anyone who works with or assists the coach, playing a functional role on the team
      - Financial
      - Team Organizer
      - Etc ...





# HOTSPURS USA SOCCER CLUB

- Team Administrator Responsibilities
  - Nominated by the coach to serve as the liaison between team parents and the coach
    - This allows the coach to focus on ... coaching ...
  - Handles financial duties for the team
    - Helps collect registration fees and tournament fees
    - Player Cards to be held if fees are not paid
  - Works with league registrar to ensure all players are properly registered – Natalie DelFrancia
  - Manages uniforms – (Please, Don't Use Bleach)



# HOTSPURS USA SOCCER CLUB

- Team Administrator Responsibilities
  - Turn in all Uniforms after teams final game\*
  - Handles all aspects of regular and post-season season games
  - Manages and prints Roster Game Reports (lineup sheets) prior to all games
  - Reports all scores and infractions via the online system within 24 hours of games ending
  - Handles all aspects of tournament registrations
  - Handles game reschedules





# HOTSPURS USA SOCCER CLUB

- Critical Timeline Dates
  - Team Administrators must be well organized
    - Manage Team Functions
    - Club Events
      - Casino Night (October 29<sup>th</sup>)
      - Club Day / Picture Day (October 16<sup>th</sup>)
    - Games
      - Tournaments - Keep your parents informed on the dates
      - Season Games – (Start the weekend
        - » Final Schedules Posted on August 2<sup>nd</sup>
      - Presidio Cup (1<sup>st</sup> 2 weekends of December)
      - State Cup (Review on the CalSouth website)





# HOTSPURS USA SOCCER CLUB

- Hotspurs USA League Policies
  - Club Policy Manual (Agreement of Structure, Policies and Procedures)
    - Important for Coaches, Team Administrators, Parents and Players to read, fully understand and support club policies
    - Goal is to help ensure Hotspurs USA is well organized and viewed as an excellent steward in the community



# HOTSPURS USA SOCCER CLUB

- Club Communications
  - Primary communication tool will be electronic newsletter
    - Club Newsletter makes your work as a Team Administrator much easier as club information passes directly to your parents
      - Need to collect parent contact information for the Board of Directors to upload into database
      - Of course, contact information is protected and never shared or sold outside of the club





# HOTSPURS USA SOCCER CLUB

- Organizational Skills
  - Team Administrators must be well organized
    - Team Binder – The place to keep all critical team info (Protect it, Don't Forget it and Don't Lose it)
      1. Administrator Registration Forms – Sort Alphabetically ...
      2. Player Registration Forms – Sort Alphabetically ...
      3. Copy of player birth certificates – keep these back to back to the player registration forms
      4. Player cards – sort these on a ring alphabetically, so that they match the order of the registration forms
      5. Hotspurs USA Policy Handbook
      6. Anything else club or team related





# HOTSPURS USA SOCCER CLUB

- Risk Management
  - Department of Justice KIDSafe Program
    - We cannot under stress that we all need to work together to **protect our children**
    - **Don't be complacent with your team binder**
      - 1 mistake at the wrong time is all it takes
    - **Protect your players** and your team
    - **Do not share player/team information** with anyone who has not passed the DOJ KIDSafe program and has received administrator approval from the Board of Directors



# HOTSPURS USA SOCCER CLUB

- First Aid
  - There will be a mandatory First Aid class for all Team Administrators and Assistant Coaches
  - Why?
    - Why not is the better question to ask
    - Because we almost lost a long-time volunteer coach 2 years ago at our tryouts ...
    - CPR saved his life ...



# HOTSPURS USA SOCCER CLUB

- Information Resources

- FIFA ([www.FIFA.com](http://www.FIFA.com))
- USSF ([www.ussoccer.com](http://www.ussoccer.com))
- USYSA ([www.usyouthsoccer.org](http://www.usyouthsoccer.org))
- CalSouth ([www.calsouth.com](http://www.calsouth.com))
- Presidio Soccer League ([www.presidiosoccer.com](http://www.presidiosoccer.com))
- Hotspurs USA ([www.Hotspursusa.com](http://www.Hotspursusa.com))





# HOTSPURS USA SOCCER CLUB

- Questions and Answers
  - Don't be shy to ask a question if you don't understand something
  - You can email us anytime you have a question – [vp@hotspursusa.com](mailto:vp@hotspursusa.com)
  - We are here for you ... (and the kids of course...)

**THANK YOU !**



# HOTSPURS USA SOCCER CLUB

# Hotspurs USA



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