



Americans Soccer Club

GM Duties/Responsibilities

Club website: <http://www.americansoccerclub.org/>

Northern Counties (NCSA teams) League website: <http://www.ncsanj.com/>

For NCSA website, you must log in to see certain features that you will need (instructions are on the club website)

Note: For **EDP teams** the below is a good guide but there may be some tweaks in process. These can be discussed at GM meeting or separately.

Before the Season

- ✓ #1 thing – if you have not introduced yourself to your team, introduce yourself and your role as GM. You are the first line of communication and **hold many answers to most questions that parents have**, eg. practice times, cancellations, etc.
- ✓ Read over and then print and compile the following in a **team binder**:
 - GM Handbook – Log into the club website. Hover over “More”. Hover over “GM Info” (Do not click GM Info), Click on “Managers”
 - NCSA Rules of Competition – league website under “League Info”
 - Contact list for all players on your team – compiled by you (Log into SE. Select your team. Click on roster. There are 3 tabs: Message, Add Player, Print. Click on the dropdown in the Print tab. Select Contact List.)
 - Copy of your **watermarked** roster; electronic copy supplied by club
 - Medical Release Forms for all players; electronic copy supplied by the club
- ✓ Keep all players cards and GM cards in your team bag. **You cannot play the game without the cards.** Also, if you have a child playing up for a game, you must have that child’s card as well or he/she cannot play.
- ✓ **Put cash in your team bag** with exact change for a few matches worth of referee fees; the proper referee fee(s) amount is printed on every Match Day Form (MDF).
- ✓ Stock your **team bag** with the following suggested items:
 - first aid kit and ice packs (club provides)
 - tissues and/or wet wipes
 - tape, string, or wire ties to fix the net of a goal if needed
 - an air pump (club provides)
 - a pair of back-up shin guards in an appropriate size
 - Hair ties (if appropriate)
 - a few bottles of water
 - a set of pinnies and at least one pair of goalie gloves (club provides)
 - If possible, also have a pair of socks, shorts and a jersey of each color for players who forget a piece of their uniform (e.g. last year’s uniform).

- ✓ Have 2 team balls (to be provided by the Club) for every home game. Bring them to away games as well. Put your team name on the balls.
- ✓ Team group will be set up through SportsEngine.
 - **Make sure all families have downloaded SE**, “joined” with correct contact information, enabled notifications, and subscribed to the team calendar for automatic updates.
 - Input game schedule once it is available on league website.
 - Input weekly standing practice schedule (dates/times for now, location to be added)
- ✓ **For U9 teams and under:** Assign a family to **chaperone** each practice for the season; alphabetical order works well. Remind parents they may swap dates between them if their assignment is inconvenient. Families who swap chaperone dates should notify GM of the change. GM will update SE. Chaperones must be adults (but not necessarily parents) who can, under trainer direction, help in case of an issue or injury.
- ✓ **EDP teams will need to work on scheduling games before the season.** To be discussed separately.

Weekly Game Prep Procedures

- ✓ Monday-Wednesday:
 - **Send your team an email via SportsEngine with all game details** (game time, arrival time, jersey color, etc.). Note that there is often additional field information (such as about parking) on the league website if you click on the location link in your schedule. Also remind parents to ALWAYS bring the other jersey to the game. Email should also include current week’s practice schedule and anything else you need to communicate with the team.
 - **Contact your opponent.** Email addresses are on the league website under “Club/coach info.” Email to confirm jersey color and verify game time, field location, and any tips about the facility (such as the availability of bleachers). We always wear white at home and blue away. However, if you are the away team and the home team’s color is blue, you need to wear white. If you want to know your opponents jersey colors ahead of time (for NCSA teams): Go to NCSANJ.com. Click on Club Info/Coaches. Click on Clubs and the select the club. Technically it is the visiting team’s responsibility to contact the home team.
 - **FYI, we have asked that all trainers provide a weekly summary of team’s progress during the season.** Typically, this communication will go out on Monday.
- ✓ Friday: Prepare your game day documents
 - Find the **Match Day Form** on the league website under “Team Game Management.” (This will be in a nav bar on the left that only appears when you are logged in.)
 - Make sure all GMs and trainers are listed. Type in any missing names.

- If a player from another team is joining yours for the day, add the information (name, pass #, team playing up from, uniform #) in the appropriate spot on your Match Day Form.
- Save and view form. (Referees names should be on the form by Friday.)
- Confirm the MDF is complete. You do not need to print but can if you would like. Make sure you have the ref fee and all players' and GM cards in your bag. This includes cards for players who are joining your squad for the day. If a player is joining that will need their jersey number changed, bring duct tape for game day.

Game Day Procedures

- ✓ Arrive before your players and select a location conducive to warming the team up. (The trainer will conduct the warm-up, but if late attempt to get players moving.)
- ✓ As soon as the referee is ready, give him/her the ref fee. Let the ref know if any players listed on your roster are not present. Also let ref know if any managers/trainers listed on Match Day form are not present or if there is a change. Give the ref your card, as well as the trainer's card and other manager cards if they are present.
- ✓ When the referee asks to check the players in, give each player his/her card as they line up to face the referee for a quick briefing. Remind players to remove all jewelry, quickly tuck in shirts and tie shoes as they approach the line.
- ✓ Give the referee a rubber band to hold your cards during the game.
- ✓ If you are the home team, supply the referee with the game balls.
- ✓ Identify (with the trainer) captain(s) for coin toss with the referee.
- ✓ Help players tidy up sideline (or do it yourself before the game starts).
- ✓ Keep the time of the game, whether with a stopwatch or your phone. This will help the trainer.
- ✓ Remember the trainer is there to coach the players; you may assist **if asked**, but otherwise leave the coaching to the trainer. You should help encourage the kids, keep those on the bench focused on the game, and help with any potential issues or injuries.
- ✓ Only 1 GM on the sideline with the trainers during the game.

Post-Game Procedures

- ✓ Have your team line up and clap for the opposing team and thank the referee. Many teams are comfortable with high fives, instead of clapping, now that COVID has eased.
- ✓ Get your cards back from the referee – **count them** and make sure you have all of them. Put them back in your bag.
- ✓ Confirm the final score with the referee.
- ✓ Debrief the kids with the trainer: keep it short and try and provide some positive observations as well as critical feedback; **the trainer should lead this session.**

- ✓ Make sure your sideline is picked up, especially of litter, before the team departs.
- ✓ **Report the score**
 - Use the “Score Entry” prompt on the league website. (This will be in a nav bar under “Team Game Management” on the left that only appears when you are logged in.)
 - Only one team can report the score from the match, but if neither team does within 4 hours, the responsible team can be fined.
 - **It is technically the responsibility of the winning team or home team in the case of a tie.**
- ✓ Win or lose you should also complete the match evaluation and detailed referee evaluation on the NCSA website.
- ✓ Consider sending parents a post-game email. Keep it brief, positive, and focused on the team, not individual players or moments. This can be incorporated into your weekly team update email on Monday. Reminder, trainers should also be doing this activity this year.

Weekly Practice Procedure

- ✓ **Monday morning:** Update your SportsEngine with any practice changes. **CHANGES DO HAPPEN ON OCCASION!**
- ✓ **If your practice is cancelled (ie weather, holiday, etc), and you want to do a makeup, it is up to the GM to work with the trainer and Brian Deane to reschedule.** This is optional, and it’s not guaranteed that a makeup slot may be found.
- ✓ Remind parents of the practice schedule (including goalie training) and chaperones of their assignments for the week. This can be part of your weekly Monday email.
- ✓ In case of rain, watch for an email from Brian Deane regarding the availability of your field. Communicate changes/cancellations to the team promptly via SportsEngine.
- ✓ Periodically remind your parents that children should arrive to practice on time and that kids must be attentive/respectful to others and the trainer.

Tournaments & Winter Sessions

- ✓ **To be discussed at GM meeting and separately.**

Quick Contacts

- ✓ Any issues:
 - Brian (Director of Operations): 201-264-5520
 - Oli Gough (Director of Coaching): americansdoc@gmail.com or 973-271-0473
 - Janice (League & Team Coordinator): 201-658-6783
- ✓ Major issues **after primary contacts exhausted:**
 - info@americanssc.org