Princeton Soccer Association

Team Managers Handbook

Introduction

Most teams are coordinated by a parent manager who organizes the other parents and provides administrative support to the coach(es). To help managers understand their duties, the article *Some Tips for Team Managers* is included in Appendix B.
Princeton Soccer Association believes that as team managers you will have a positive impact on the success of the club, the program, the team, and the players. We want to provide you with the tools and resources to be successful.

As a volunteer manager, you are part of a network of other volunteers, board members, and professional coaches and administrators all working towards the same goals. We want to provide you with an outlet to share your ideas and experience as well as provide education and support for the benefit of all players.

As a member of the PSA community you are on the cutting edge of player development in the United States. Our programs are designed to reflect the "Best Practices" for Coaching and Administration. We want to provide you with information so that we are better able to coach, train, and manage our players.

As a volunteer manager your suggestions and recommendations directly effect the quality of the program we provide. As the sounding board for parents and spectators, we want to provide you with the security that your voice will be heard and we will be proactive and open-minded in our approach to change.

Manager Responsibilities

Delegation

The most crucial skill for a manager is delegation of tasks to other parents. The scope of managerial tasks is too broad for most managers to undertake alone. In addition, all parents should understand and appreciate the effort required to run a travel team. People tend to support what they help to create, and parents who have responsibilities will be more supportive of the team than uninvolved parents. The tasks explained below can be performed by the manager or delegated to other parents.

Official Paperwork

Be sure to maintain copies and records of the following paperwork:
Enrollment In League - Each of the leagues has different forms, such as Application to Play, Division Structure Request, and Scheduling Request. Some of these forms can now be completed online. Complete the necessary forms and submit as required to league office or Club Representative.

Initial Team Registration - Performed in July or August for all teams. Carefully read the respective league Registration Manual.
Following directions explicitly, prepare the official team roster and player passes using the new rostering program for submission to the appropriate Coordinator.

Medical Releases - Collect a signed and notarized medical release for each player.

Other Official Transactions - State and national regulations govern the release, addition, or

transfer of a player from/to team rosters, as well as permission for teams to play out-of-state or out-of-country. Special forms are required and must be completed precisely.

Out-of-State Players – Contact the ED for specific policy regarding out of state players.

State Cup and Tournament Applications and Registration - All tournaments have an official application form due well in advance (1 - 3 months) and a specific registration procedure, usually the day before the tournament begins. See the section on *Tournaments.* State Cup competition is held annually for each age group U11 and older and has complex regulations for application, payment, and participation. See the section on *State Cup*.

League Games

Provide schedule information to all team members. The league schedule and field directions are available on-line at each league's web site. Go to the Home Field Game Schedule page on the web site to find schedule and field directions in one place. The schedule is available about a week before the start of each season. Make copies and distribute them to players. Double check "away" field directions with the opposing coach or manager – the on-line field directions can be inaccurate. Managers usually distribute field directions to players/parents at the start of each season, and send them by email before each away game. Some managers provide each player with a single sheet listing the season's game times and locations along with directions to away playing fields and any special assignments such as halftime drinks.

Scheduling

Provide Technical Director with practice time requests about six weeks before the start of each season (teams will receive an e-mail soliciting requests). Assist the coach as requested with selection of tournaments. Provide parents with schedules for practices, scrimmages, games, tournaments, parent meetings, team photos, team outings, social events, etc.

Uniforms and Equipment

Provide players with uniforms, bags, warm-ups, goalkeeper shirt and other individual equipment; place orders including sizes and player numbers; distribute to players. Purchase team equipment and store what the coach does not keep: balls, ball bags, cones, medical kit (keep it well stocked), nets, corner flags, banner, practice jerseys, shade awnings, patches for tournaments. (Your team does not need all of this; it is a fairly inclusive list). Some teams have different parents responsible for team and for individual equipment.

Tournaments

File timely applications for selected tournaments and have backup plans if the team is not accepted. Attend tournament registration session (usually Friday night). Coordinate transportation, arrange hotel accommodations, and plan any group meals or other activities for out-of-town tournaments. Keep team tournament and league record histories for use in future tournament applications. Teams often assign two parents to tournament chores, dividing the hotel/meal responsibilities from tournament registration/paperwork.

Treasurer

Prepare a team budget each season (see Appendices E and F for drafts) and distribute to parents. Fixed budget items include referee, tournament, and club fees; optional items include, patches for tournaments, individual and team equipment expenses, coach's expenses for out-of-town tournaments, advertising, scholarships, postage and copying, social events, food or beverages

purchased by the team, photography, gifts, miscellaneous expenses, and a contingency fund. Pay bills, keep records of financial transactions, bill players, collect their fees, and arrange for scholarships in consultation with the coach and manager.

Communications

Maintain a roster with home, work, cell phone numbers and e-mail addresses for parents and players. These are essential for last minute changes, such as weather-related cancellations. Most teams do the majority of their communications through e-mail, but must also ensure communication for families who do not have e-mail accounts. However, information is often last minute, requiring telephone calls. Some teams use a service that offers use of a hot line for a monthly fee; many teams have phone trees of 2-3 parents who are assigned to call 5-8 people each. Many teams use their team page on the PSA website as a primary communications tool. Some teams publish short newsletters. In addition to intra-team communications, someone should be assigned to write and submit short articles about tournament or league championships to the PSA newsletter, website, and the local media.

Refreshments

Most coaches, especially in the younger age groups, want some parent-provided food and/or beverage (examples: Gatorade, ice, oranges, "treats") during and/or after games and sometimes, particularly in very hot weather, at practices. Make up and distribute a schedule of who is responsible for which refreshments at which games, according to the coach's wishes.

Social

Plan beginning and/or end of year parties, special events or outings. A family affair is often useful in developing team camaraderie. Buy gifts as appropriate.

Fundraising

Discuss team philosophy regarding needy players and fundraising, including expectations for team scholarship donations and participation in fundraisers. **Fundraising activities must approved by the PSA.**

Field Preparation

PSA has employed someone to set up nets and Princeton Recreation Department prepares and lines the fields at the beginning of each season. **Teams must set up flags for *all* games**.

Team Issues

Problems between parents/coaches/players will be directed to the team manager. The team manager will notify the Technical Director and the Director of Travel. PSA will provide a recommendation to resolve outstanding disputes. Coaching changes will be coordinated through the Club following the process just described. Appendix G describes the Issue Resolution Procedure.
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Official League Manuals

Please refer to the following manuals for the appropriate procedures and the answers to questions about registration and other issues. Although PSA has tried to summarize some basic information

in this manual, the leagues' manuals are the official sources of all information. The manuals are available on line. See the Structure of Soccer page for website info.
The deadlines laid forth in these manuals are absolute. Teams that miss them are subject to sanctions, including suspension from the league.
The manuals are revised annually and supplement FIFA rules with detailed information about league play. They also describe how to compile a roster and player passes, give procedures for roster changes, a list of registrars, and other information related to official paperwork**. All managers, coaches, and assistants should read their manual carefully every year.**

Registration Information

This section is intended as a brief summary and is not meant to replace the guidelines in the Registration Manuals provided by the leagues. **Please read your league Registration Manual**. Note that the term "seasonal year" means August 1 to July 31; the term "season" means from the first official league game date each season to the last official rain make-up date.
All PSA players must be registered and pay dues with the Club to play on an PSA team. Only registered players may be submitted on a team roster. Team rosters will be reviewed and approved by the Executive Director prior to official submission.

Team Application

The application and payment for season league play are due several months in advance. Teams should contact their respective PSA League Representative by early-June (for fall) or early January (for spring) to ensure receipt of proper application and registration material, and to ascertain total fees and due dates. Up to date fee information is also available on each league website.

PRACTICES

Practice Field Requests

Six to eight weeks before official practices begin, the PSA Technical Director e-mails each team a request form for practice space (days/times). Teams that do not submit requests to PSA on time will be assigned the best available spot. PSA tries to schedule practices together for teams in the same age group/sex.

Inclement Weather

PSA training facilities are operated by the Princeton University Department of Athletics and Recreation. Princeton University closes fields in inclement weather to protect the fields. To determine if fields are closed on or after rainy days, check the PSA website after 2:00 p.m. weekdays. On nice days, after heavy precipitation, fields may still be closed because the ground is wet. Teams may not practice on closed fields. Teams that do not abide by field closing regulations may lose their practice privilege.

GAME FIELD ASSIGNMENT AND PREPARATION

Field Assignment

Travel teams usually play games on the home field of one of the two competing teams. PSA game playing fields are assigned by the Executive Director from a list of available fields. Teams should submit field requests well in advance to ensure that a field will be available. **Any changes to the weekend game schedule must occur before Wednesday morning of the week prior to the**

game. If a game is changed after Wednesday morning, the team will be responsible to pay the referee fees for both teams.

Field Preparation

A properly prepared field is mowed, lined, provided with nets and corner flags, and free of safety hazards such as deep holes. The home team is responsible for ensuring a properly prepared field and will forfeit the game if nets and flags are not in place or the referee deems the field unplayable due to lining, mowing, or safety problems.

Lining/Mowing – Princeton Recreation Department mows and lines PSA's playing fields. For weekend games, teams should inspect their home fields on Thursday. If a field is inadequately mowed or lined, contact the Executive Director. PSA has field liners and paint for emergency lining. These are stored at Community Park shed and Washington Road shed. For key/combination to these sheds please contact the Executive Director.

Nets/Flags – PSA provides and installs nets and goals for games. If a field does have flags up 30 minutes before game time, call the Technical Director. The first team scheduled on the field must set up, and the last team must return flags to the box.

INCLEMENT WEATHER PROCEDURES FOR GAMES

League-wide Rainouts

In the event of area-wide inclement weather or poor field conditions, the league can declare a "league-wide rainout," which means all games are canceled and are re-scheduled by the league on one of the rain-out make-up dates at the end of the season. Notice of a league-wide rainout can be found on the league web sites and PSA website.

Individual or Club-wide Cancellations

Clubs may also cancel or relocate individual games. In Princeton, PSA staff visits the fields' early on game days to assess conditions and decide whether the fields are playable. PSA field cancellations are announced on the club website at www.princetonsoccer.org. Once games have been canceled for the day, the decision is not reversed. When a game is canceled, the home team coach or manager must notify the opposing team representative at least three hours before game time, even when that game is posted on the hotline.

Referees also have the authority to delay or cancel games if field or weather conditions deteriorate either before the start or during the game. Immediately upon suspension or termination of a match, players and spectators must leave the field and the surrounding area and return to places of safety, such as enclosed automobiles. Do not argue with the referees over these decisions; they are responsible for the players' safety. Games called because of lightning are often resumed after an appropriate interval.

Rescheduling

Each league has its own policy for rescheduling games. Please check the league handbook for the appropriate procedure.

Contact the Executive Director and provide him/her with possible make up dates and times. It is easiest to refer to the Field Schedule page on the website to determine field availability.

GAME DAY PROCEDURES

Please check the league rules manual for any rule modifications particular to your league, age group, division, or gender.

Prior to Game Day

The home team coach or manager must call the opponent's coach or manager at least 72 hours before the game. Clarify directions to the field, confirm game time, and establish jersey colors (the home team must change jerseys if there is a color conflict). For away games, if the opposing coach or manager has not called by 48 hours before game time, call them. Make sure to confirm directions and jersey colors.

Player Passes and Official Roster

Player passes must be brought to all games. Teams are required to present them to the referee for verification before the game. Teams that do not have player passes by the scheduled game time will forfeit the game. Player passes, medical release forms, and roster must remain at the field throughout the entirety of the game.

Paying the Referees

In most leagues the teams split the referee fees for the game, with each team paying for ½ of the fees. See your league website or manual for referee fees as they vary by league.

Game Report Card

These cards are provided to teams by the league. Before the match, each home team must provide the referee with a completed game report card. The game card requires precise information about the teams, including team number, game number (this is a number listed on the schedule), both teams' rosters, and appropriate signatures. It is easier to glue or tape small pre-printed rosters to the card than to write in the information for every game. The host should have a glue stick or tape, pen, and scissors at the field for completion of the game card. The coach or manager should confirm game length with the referee when presenting the card, as length differs among leagues and age groups and referees can easily be mistaken.

Referee Evaluation Card

Complete the sections for referee names and game information before game time. If referee evaluation cards are provided, please send them in after every game. This helps the referee assignors, rewards the good referees, and gives a team credence when complaints arise.

Red Cards

Any player or coach who receives a red card must sit out the **next** scheduled game. The referee and opposing coach must be notified of such a suspension before the start of the game. The players pass will be sent to the league with the game report. League suspension rules differ, please refer to the league manual for specific information regarding length of suspension.

Uniforms

Please make sure all players bring both jerseys to every game. Shirts must be tucked in and shin guards worn. Players who play in a jersey which does not bear the player's official number can cause their team to forfeit their game. Shin guards are required.

Score Reporting

Rules for calling in the score and reporting any red cards issued differ amongst the leagues, please see the league manual for specific information on score reposting.

Additional Opportunities For Travel Team Play

TOURNAMENTS

Teams are encouraged to participate in the various holiday/weekend tournaments held throughout the year. They provide an opportunity to compete against teams from other cities and states. Most tournaments offer a 3-game or 4-game minimum, plus finals and, sometimes, semi-finals. Some tournaments are very selective and accept only the top-ranked teams. Others accept almost any travel team that applies. A few accept teams in the order in which applications are received. Tournament applications, along with the tournament fee (usually $400 - $800) often must be submitted 2-3 months before the tournament date. Because of high startup expenses, most tournaments do not refund fees if games are canceled due to inclement weather. It is important to ensure that the tournament is sanctioned by the host's state organization; a sanction form should be part of the tournament invitation.

Tournament Information

Tournament information is available on various state soccer association's websites.

August Tournaments

August tournaments may use rosters and age groups from the previous year. Be sure to have valid player passes and roster for the tournament.

Permission to Travel

Teams wishing to travel outside the state of New Jersey for a tournament or game must file a Permission to Travel form with NJYSA. This form can be found on the NJYSA website www.njyouthsoccer.com

International Travel

Teams traveling to play in tournament or "friendly" games out of the country must submit both a Permission to Travel form and an Application for Foreign Travel and other documentation to both NJYSA and USSF. This process must be started at least 4-5 months in advance of departure. Please check the NJYSA (www.njyouthsoccer.com) , US Youth Soccer (www.usyouthsoccer.com) , and USSF (www.ussoccer.com) websites for more information.

Guest Players

Many tournaments allow teams to bring "guest players" who are not on the roster for league play. The tournament application indicates any limit on the number of guest players. To add a guest player to a tournament roster, write in the player's name and other information on the first blank line of a COPY of the official roster. **Do not write on the original roster!** Guest players must have a current player pass.

Registration

Tournament registration is usually held the evening before the first scheduled game. To

register the team, bring the original roster (pink copy) and 1-3 copies (copies should list any guest players), all player and coaches cards, notarized medical release forms, and the Permission to Travel form, if required.

Patches

Club patches are usually exchanged with opponents after each tournament games at the younger ages (U12 and below). PSA patches can be purchased by contacting the Uniform Coordinator several weeks before the tournament. To calculate the number of patches needed, allow for full rosters (18 players), coaches, and any playoff games. Patches need not be exchanged with teams more than once; however, patches should be made available for new players on a team that was a previous opponent.

Indoor Winter Soccer & Futsal

Indoor Soccer

Many teams play in indoor, small-sided soccer leagues during the winter. Several area facilities offer indoor select leagues and holiday or weekend tournaments. Registration is usually due in early Fall. Some of the more popular leagues/facilities fill up very quickly. Some indoor organizations offer two seasons of play (late fall-early winter and late winter-early spring), while others have one season that usually begins in December or January. These leagues tend to be expensive.

Some coaches love indoor soccer because it is fun, builds foot skills, and keeps their players in touch with the game; others dislike it, claiming it corrupts the players' touch and style of play (in part because players learn to play the ball off the wall).

Futsal

Futsal is a similar program that is played with a smaller, heavier ball on an indoor court but without using the walls. Futsal is becoming more popular each year; PSA host a Winter Futsal League. Please contact the Executive Director for more information or to register.

Some strategies teams use for dealing with the problem of large rosters for small-sided games include:

• Make indoor play optional for the players
• Ask the players to select a certain number of games to play and to sit out the balance
• Enter two teams in the league rather than one. Most teams permit players to work their indoor schedule around other winter sports, such as basketball.

New Jersey State Cup

State Cup, sponsored by NJYSA, is the playoff that determines the New Jersey State Champion in each age group. Age groups U11 through U14 play in the fall; age groups U15 through U19 play in the spring.

PSA requires that all Black level teams to enter the State Cup and strongly encourages all Orange level teams to enter the State Cup. Most games are on Saturdays except for the final weekend. Sometimes teams have to travel far to meet their Cup opponent. Matches are assigned by draw in a single-elimination tournament format a few weeks before the Cup begins. State Cup matches take priority over league play; teams with conflicts must notify both the opposing league team and their Club Representative to arrange to reschedule their league game.

Cup winners (state champions) advance to the US Youth Soccer Region 1 Championship Tournament in early summer. Champions from the four U.S. Youth Soccer Regions advance to the US Youth Soccer National Championships in the U14 through U19 age groups.
Notices announcing cup competition usually go out in July or August for fall and in January or February for spring; information is on the internet and applications are provided in carding packets. If you do not receive information by August 1 or March 1, please contact the Executive Director. **Deadlines are firm.** Teams submit rosters along with the team registration fee. No additions or transfers to the roster are permitted while a team is competing in Cup play, but releases are accepted.

Olympic Development Program (ODP)

Olympic Development Teams are formed by NJYSA beginning at age U12. Competitive tryouts are held in various areas in the state. Selected Area players later try out for the New Jersey State ODP teams which usually hold several practices at various locations in New Jersey. Some age groups have both North and South State teams. NJ State ODP players may go on to try out for Regional and National teams.
Unlike the August 1 - July 31 birth date guidelines for league play, ODP teams are selected based on birth year (1990, 1991, etc.). Initial ODP tryouts are usually held in August. Information is available on the NJYSA website (www.njyouthsoccer.com). Coaches who wish to volunteer to help evaluate players at the tryouts may do so by calling NJ Youth Soccer at 609-490-0725. They must work with an age group other than the one in which they coach.

Super Y League

The future of soccer lives in the USL Super Y-League, a professionalized system that is the first step for developing elite youth soccer players in North America. Affiliated with US Soccer and partnered with US Club Soccer, the league is designed for talented youth players destined for professional or international careers. The league contains the youth academies of USL First Division, USL Second Division, Premier Development League, W-League, and Major League Soccer clubs, as well as many of the established premier youth clubs. Through Olympic Development Program status events such as the North American Finals and National ODP Camps, the nation's top players are identified for selection to US National Team Programs. The 2006 campaign features over 800 teams within the U13 – U17 boys and girls age groups competing within 10 geographic divisions of the U.S. and Canada.

Importance to the Club-The Super Y program is not mandatory for our players, but we strongly recommend that each player take advantage of additional training and matches provided through the participation in this program. The Super Y is offered by the club as part of PSA's commitment to the development of our players, and it serves to advance the players' technical levels of play. Additionally, Super Y serves as a chance for teams to stay together and mature together on and off the field.

Mid-Atlantic Region Travel-Princeton Soccer Association teams will compete in the Mid-Atlantic Region of the Super Y League. Teams playing in the Mid-Atlantic Region are from New Jersey, New York, Pennsylvania, Delaware, Maryland, and Washington DC. Travel is not included in the cost of the program. We should have a final schedule in early February and will determine to what extent teams must travel. We will do our best to minimize travel expenses.

Training-Training will begin in late April/early May and continue through the completion of the league season.

Appendix B: Some Tips For Managers

• DELEGATE! Don't try to do it all yourself. By giving a job to each family on the team, you help to create team unity and support.
• Divide your phone tree into "branches." Have 2-3 adults be responsible for calling five or six families each. "Branch leaders" should check in with you after making calls so that you know who couldn't be reached.
• Suggest that every family have an answering machine or voice mail. Any family that does not have an answering machine or voice mail should be responsible for checking in with you or a caller.
• Stockpile for the telephone "branch leaders" as many numbers as possible for each family: main phone, kids' phone, work phone, cell phone, fax, pager, e-mail address, etc.
• Distribute a roster with most of these numbers, e-mail, home addresses, parents' names, and (for new teams) children's schools.
• Prepare a wallet-sized, laminated phone list with families' names and home/cell/work phone numbers for emergency contacts while en route or at the field.
• Use your own answering machine to leave messages for the team. Let them know under what conditions they should check your machine, and have them leave their name so you know who has checked in.
• Send a weekly email on Wednesday or Thursday (after confirming directions with the opponent) that reminds parents/players of game time, opponent, provides driving directions, and specifies who is responsible for snacks.
• Whenever you prepare a handout, write each player's name on top. That's the only way to keep track of who got what (and who left it on the bench).
• Use a loose leaf binder to keep track of official team paperwork, such as medical releases, official roster and copies, player status forms. Store player passes in the binder in sports card protector pages, and store all papers in clear plastic page protectors.
• Have a well-stocked medical kit at every practice and game. Assign a parent the responsibility of regularly checking and restocking the medical kit.
• Make an extra copy of the notarized medical release forms and put them in a small binder to give to the coach to take to all games and practices, in addition to the official set which stays in the manager's binder.
• In addition to the standard bandages, tape, and cold packs, a medical kit should contain a small ball pump, a pen, shoelaces, loose change, a bag of elastics to keep the girls' (and boys'!) hair out of their faces and plastic bags for players' jewelry.
• Someone will invariably forget part of the uniform. Have a spare set of shorts, socks, and shin guards, and an extra team jersey at all games. Keep electrical tape and safety pins in the medical kit and use them to fashion the correct number on the jersey when a player forgets to bring the one being worn that day. A player can play using a jersey with a different number if the referee is informed in advance and the substitute number is shown on the game card roster.
• Bring a small cooler filled with ice and plastic zipper bags for making on-the-spot ice packs. The cooler is also a good place for storing washcloths (to clean injuries) and cups.
• Open a bank checking account for the team; do not use personal accounts for team funds. Assign a parent to be team treasurer and to receive and disburse funds and prepare the budget each season. Have both your signature and the treasurer's on file at the bank, and have your own team checkbook so you are not in trouble when fees are due and the treasurer is out of town. Put the team's name on the checks if you can, but not the age group.
• Have players sign forms and submit photos for player passes as soon as tryouts end so you don't have to hunt people down during the summer.
• Keep a file of handouts, schedules, budget, and other information that is distributed during the season.

When new players try out, give them a copy of the file. This will help them know what to expect on your team.
SEND IN YOUR OWN TIPS! EMAIL to executivedirector@princetonsoccer.org

Appendix C: Dangerous Weather

By way of definition, dangerous weather exists if any of the following conditions are present:

• The sound of thunder follows lightning within 10 seconds of a visible flash.
• Any cloud-to-ground strike occurs within 2 miles of the field.
• Thunder is heard from within a 2-mile radius of the field, regardless of the presence of lightning.
• Any lightning, of whatever form, is visible within a 2-mile radius of the field.

What to do when lightning is near:

• Most deaths occur when a person is in the open or under a tree. In the open, crouch or sit in the lowest spot available (do not lie flat). Move away from isolated tall objects.
• Seek shelter in a large building or enclosed automobile.
• Get away from open vehicles, including convertibles, bicycles, motorcycles, and golf carts.
• Drop all metal objects like gold clubs, tennis rackets, and fishing rods. *Remove shoes with metal cleats.*
• If you feel an electrical charge, your hair stands on end, or your skin tingles, lightning may be about to strike you. Drop to the ground immediately.
• If someone is truck by lightning, start mouth-to-mouth or cardiopulmonary resuscitation (CPR)

- Reprinted from the *Washington Post*

Appendix D: Sample First Aid Kit

Following is a list of recommended equipment to include in a first aid kit. This list should suffice for the following types of injuries: something in your eye, abrasion or laceration, bone or joint injury, sun damage, insects bite, and aches and pains.

Equipment

Small bottle of "Sure-Clens" solution for washing wounds
1 or 2 Boxes of 4 x 4 gauze pads
Small bottle of Eye Wash Solution
Q-tips
Insect repellants
Sun block
Nail clipper
2 3-inch ace bandages
2 4-inch ace bandages
2 rolls 1-inch paper tape (can be torn easily)
Standard band-aids
Ice packs or equivalent
Ziploc freezer bags to make ice bag
Tylenol
Ibuprofen

In addition, people treating an injury can be creative. Usually there is something at the field, along with ice and an ace bandage that would suffice for most joint injuries. For example, a pen can be a finger splint. A magazine or newspaper can be used to splint an ankle They will be held in place with tape or an ace, with the ice underneath.

Please do not use ace bandages for anything more than holding ice packs on an injury, not for restricting motion. Use tape and a brace instead.

Cold spray is very difficult to use safely if you have not worked with it and generally is not recommended. In almost every use, direct application of ice or a freeze pack is safer and easier to use.

Appendix E: Sample Team Budget

Princeton Soccer Team Budget

			Notes
Equipment Fees	First Aid Kit	$0	
	Balls	$0	
	Pinnies	$0	
	Cones	$0	
	Tents/ Benches	$0	
	Misc.	$0	
	Team Camp fee	$0	
		$0	
		$0	
	Total	**$0**	
League & State Cup Fees	Outdoor Cup Entrance Fee	$0	
	Outdoor Cup Ref. Fees	$0	
		$0	
	League Referee Fees	$0	
	Misc.	$0	
	Total	**$0**	
Indoor Fees	Indoor Ref Fees	$0	
	Indoor League Fees	$0	
	Misc.	$0	
	Total	**$0**	
Tournament Fees	Tournament #1	$0	
	Tournament #2	$0	
	Tournament #3	$0	
	Tournament #4	$0	
	Tournament #5	$0	
	Tournament #6	$0	
		$0	
		$0	
		$0	
		$0	
	Total	**$0**	
	TOTAL BUDGET	**$0**	

Budget Recap

Total Budget	$0.00
Enter # of Players	15
Enter # of Payments	1
Payment Amount	$0.00

Payment Dates

August 15
September 15
October 15
November 15

Appendix F: Forms

You can find these forms online at www.princetonsoccer.org

PRINCETON SOCCER FORMS
Princeton Soccer Association Code of Conduct
Princeton Soccer Association Scholarship Form

NJ YOUTH SOCCER FORMS
NJ Youth Soccer Player Membership Form
NJ Youth Soccer Coaches Membership Form (Volunteer)
NJ Youth Soccer Coaches Membership Form (Non-Volunteer)
NJ Youth Soccer Medical Release Form
NJ Youth Soccer KIDSAFE Form (All Coaches, Trainers, Managers, and Board Members)

US CLUB SOCCER FORMS
Player Registration and Medical Treatment Authorization Form

MNJYSA SAGE PROGRAM
Set A Good Example (SAGE) Form

Appendix G: Policy and Procedures

Travel Team Issue Resolution Procedure

Team Coach -----> Technical Director -----> Executive Director -----> Director of Travel

(Board) -----> Executive Committee

If a Princeton Soccer Association player or parent has an issue or concern of any kind, PSA's procedure is for that player or parent to discuss it first with their team coach.

If the issue cannot be resolved at that level, the coach may recommend that the player or parent discuss the issue with the Technical Director.

If the issue cannot be resolved at that level, the Technical Director may recommend that the player or parent discuss the issue with the Club's Executive Director.

If the Technical Director and/or Executive Director believes that the issue requires Board involvement, he will first discuss it with the Board's Director of Travel.

The final forum for issue resolution is the Club's Executive Committee, which comprises the Club's President, Director of Travel, Director of House League, Director of Coach and Player Development, and Treasurer.

<u>Players and parents are required to use this procedure for issue resolution.</u>

Team Coach -----> Technical Director -----> Executive Director -----> Director of Travel

(Board) -----> Executive Committee

Appendix I: Important Phone #'s, Addresses, And E-Mail Addresses

Princeton Soccer Association

Address:
PO Box 345
Princeton, NJ 08542

Website: www.princetonsoccer.org

Executive Director
Michael Poller
Tel: 609-658-4676
Email: executivedirector@princetonsoccer.org

Technical Director
Christian Sanje
Tel: 732-763-8246
Email: csanje@princetonsoccer.org

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