



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
 - 1st Vice President – Fields
 - 2nd 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 29th)
 - Club Day / Picture Day (October 16th)
 - Games
 - Tournaments - Keep your parents informed on the dates
 - Season Games – (Start the weekend
 - » Final Schedules Posted on August 2nd
 - Presidio Cup (1st 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)
- USSF (www.ussoccer.com)
- USYSA (www.usyouthsoccer.org)
- CalSouth (www.calsouth.com)
- Presidio Soccer League (www.presidiosoccer.com)
- Hotspurs USA (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
 - We are here for you ... (and the kids of course...)

THANK YOU !



HOTSPURS USA SOCCER CLUB

Hotspurs USA



NO DETOURS!!