



MOSCOW UNITED SOCCER CLUB

MANAGER HANDBOOK

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Manager Overview

Thank you for volunteering to be the Team Manager of a Moscow United Soccer Club Team. Managing a club soccer team requires some work and effort that can be quite rewarding if organized properly. Please consider this manual as a guide that may require adjustments according to your team's specific circumstances.

Any changes or corrections to this document should be directed to the Manager of Manager's on the MUSC Board so they can be considered for incorporation into the next version of this document.

The following will be referred to herein as stated in parenthesis:

- Idaho Youth Soccer Association (IYSA)
- Moscow United Soccer Club (CLUB)
- PSLP (WA LEAGUE)
- Northwest (ID LEAGUE)

Team Manager Responsibilities

Responsibilities

- The Team Manager is the liaison between the coaches, parents, players, and the CLUB. In addition, the Team Manager will perform the following duties or may delegate some of the duties to another parent on the team.
- It is important that the Team Manager supports the coach by directing questions from parents concerning player selection, player positions, and playing time to the coach.
- Keep the team organized and running smoothly by communicating practice information and game schedules.
- Work closely with the club scheduler to reschedule games if requested by an opponent and if a game is cancelled.
- Communicate any concerns to the coach that parents may have.
- Maintain all records and information relevant to game play (e.g., laminated player cards, preparing and collecting game rosters, reporting of game scores, etc.).
- Work closely with Club Registrar to register players.
- Handle all aspects of regular season games and playoffs.
 - Complete League game reports (print score sheets and report scores)
- Attend Club Managers' meetings.

Duties that can be delegated

Volunteer Tracker—This person keeps track of all family volunteer hours and asks parents to help out where needed.

Team Treasurer— This person will handle financial duties for the team; collecting money from families to cover team expenses (e.g., coach per diem and expense reimbursement, team

tournament registration, fundraising efforts, etc.); and communicate to the Club Treasurer on any assistance needed.

Tournament Registration—complete tournament registration and check the team in prior to start of the tournament. Complete tournament roster and any other required paperwork.

Other items as needed– (see section Volunteers)

Other items to help you prepare

- Be willing to listen to parents' complaints and concerns.
- Keep private information provided to you in confidence.
- Encourage parents to become active participants in the Moscow United Soccer Club organization. Don't be afraid to ask them to help out!
- Know the policies of MUSC and be ready to explain them to interested parents. This includes the Bylaws, Policies, and Manual information.
- Handle confrontations one-on-one, not in a public setting. Be willing to listen – often that will be all that is truly needed.
- Defer all coaching-related decisions to the coach.
- Be consistent and fair in your dealings with parents.
- If you need help, reach out to Manager of Managers, Registrar, or other club representative.

Manager Communication

The Club often will filter information through the Team Managers to disseminate to the team parents and/or players.

It is very important that Team Managers communicate regularly with the players and their parents. Communications can be handled via meetings, phone calls, and emails. For teams in middle school and older, it is a good idea to email the players as well. Older players generally drive themselves to practices; therefore, there is less face-to-face interaction between Team Managers and the parents. Setting up a texting group for last minute communication, and to the players, can be very effective.

Provided in this manual is a checklist to help guide you through the Team Manager responsibilities and through the process of managing a team effectively. Forms mentioned throughout this document can be found on the Moscow United Soccer Club website (<http://www.moscowunited.org/managers-forms.html>).

Team Selection

Players may attend evaluations on the dates designated by the Club.

Ask the head coach or Registrar to provide you with a list of the players so you can compile a contact list. During the preseason, it is recommended that the Team Manager be in regular contact with the Registrar about possible new players and any returning players who are planning to sign up soon.

Once the players have been selected and contacted by the coach, the next step is to have a team meeting with the parents and coach to discuss the expectations for the season. Refer to Team Meeting section for what to prepare to cover in the team meeting.

Team Meeting

Below is a checklist to help you plan your meeting and collect the documents you need to complete the team binder. Go to the Moscow United Soccer Club website to select the referenced forms. (<http://www.moscowunited.org/managers-forms.html>)

Purpose of team meeting

- The purpose of having an initial (preseason) team meeting is to enable the parents, players, and coaches to understand the following:
 - Objectives and goals of the program.
 - Financial obligations in addition to club registration/uniform fees and commitments during the season, coaches expense reimbursement (as necessary), tournament fees, and other team expenses.
 - Distribute handouts including team roster with contact information, schedule of practices, team goals and expectations, communications guidelines, playing time policies, etc. You can find the last two documents at <http://www.moscowunited.org/forms.html> .
 - Specifics of the program, including required equipment, MUSC tournaments participation, practice locations, and general team policies.
 - Recruit team volunteer positions, such as volunteer coordinator, treasurer, tournament manager, field flag responsibilities, board representative, etc. (see Volunteer section below).
 - Remind everyone of Player Code of Conduct and Parent Code of Conduct.
 - Collect documentation needed for the team binder (e.g., photo, signatures on medical release form and code of conduct forms, etc.)
 - Complete uniform orders and collect required payment.
 - Address questions and concerns from parents.

If you hold the team meeting towards the end of practice, the head coach can meet everyone and parents can learn about his or her soccer experience and coaching background. The head coach may present his or her coaching philosophy and methods.

Topics of discussion

- When will practices begin and where will they be held?
 - This is an important piece of information because each player on the team may have conflicting weekly schedules.
 - The sooner you can let the parents know, the sooner they can make needed adjustments (note: often in Fall season, practices shift to an earlier time due to earlier sunset times).
 - Try not to make changes in the middle of the year because many parents will have already made schedule adjustments.
- Which tournament/s is the club/team attending and is the coach interested in playing in any additional tournaments prior to the start of the season or after the end of the season?
 - In consultation with Director of Coaching (DoC), work with your head coach to prepare a list of optional tournaments that he or she feels the team should attend.
 - New coaches may not have knowledge of optional tournaments they might like to participate in, so the DoC will help with those decisions.
 - PALOUSE CUP—first weekend in August: This is a MUSC-sponsored tournament and should be discussed in the Fall season and put on everyone’s calendar. Because it is a club-sponsored event and a major club fundraising event, all teams are expected to participate (both playing and volunteering to help set up and run the tournament).
- What is the coaching philosophy for the season?
 - **Ask your head coach to present his or her season-long goals and objectives.**
 - It may sound like an over simplification, but head coaches have specific strategies that they will pursue with teams in certain age groups.
 - For example, with a younger, inexperienced team, the coach may focus primarily on skill building and leave lessons on game strategy for a future season.
 - Parents need to know this up front because it helps to prevent some inevitable dissatisfaction if the team suffers a string of losses.
- Expectations for fan behavior on the sidelines.
 - Especially for parents who are new to soccer, provide them with guidelines for appropriate sideline behavior and an overview of soccer rules.

Team Binder

Each team must have a team binder prepared and ready by the first game (or tournament) of the season with all the proper paperwork, signatures, and player cards w/photos.

Each team is required to carry the team binder to all games and tournaments. The following section outlines what should be included in the binder.

Binder Checklist

- Official team roster (this will come from the Registrar)
- Travel Paper document from State Registrar (IYSA—U10 teams will not have this)
- Phone & email contact list of all players and coaches
- Player and Coach ID cards—referees check these cards before each game.
- Medical Release Forms
 - Originals should be given to Coach and Coach should carry it with him or her to every practice, game, and tournament.
 - Keep a copy in the team binder.
- Signed parent and Player code of conduct (<http://www.moscowunited.org/home.php?layout=31857>)
- Game day rosters
 - PSPL—
 - IPL—
- Extra “Good Idea” Items
 - Season Schedule
 - Rules
 - PSPL—<http://www.pugetsoundpremierleague.com/>
 - IPL—<http://www.idahoyouthsoccer.org>
 - Financial information sheet
 - Good for tournaments to keep track of expenses
 - Pencil/pen bag
 - Protector sheets

Official Team Roster

- These will come from the MUSC Registrar, or you can print from GotSoccer.

Phone list of all players and coaches

- For contacting players or coaches on a last minute notice.

Player/Coach Cards

There are a couple of ways to keep these cards. Choose one that best works for you and your team:

- Request each player and coach to put photo in GotSoccer.
- Laminate the cards and then punch a hole in each card and thread them in alphabetical order on the metal ring.

OR

- Each card can be put in a pocket of trading card sheet protectors and kept in the binder.

Medical Release Forms

- Print one for each player at the beginning of the year (Fall season) from GotSoccer.
- A parent must sign the form for each player.
 - For players that played in the Fall and are playing again in the Spring, the parent just needs to put a new date and new signature.
 - New players for the spring need a new form printed from GotSoccer.

- The coach should have the original medical release forms at every game, practice, and tournament.
- A copy of the signed medical release form should be in the team binder.

Player & Player code of conduct

- Keep a signed copy as a reminder that a parent and player both agreed to the club's code of conduct at the beginning of the season.

Game day rosters

- Game roster should include
 - All players listed alphabetically by last name
 - Jersey numbers
 - Game information (date, time, age group, team names.)
- Each game you play will require two copies of the Game Roster.
- This is a list of players that will be playing in the game and needs to be given to the referee at the beginning of each game.
- Referee should return one to you for both teams with the final score and his/her signature.
- There is a different form for each league.
 - PSPL
 - IPL

IYSA Travel Waiver Document

- This document will come from the MUSC Registrar when you receive your official roster.
- Both documents need to be kept in the binder at all times.

General Organization Tips

- In a sheet protector (one per player) place the Medical Release Form in front. Then put in the code of conduct and other forms relating to that player. These should be placed in alphabetical order in the binder. It is recommended to highlight the player name and date of birth for easier referencing.

Birth Certificates (or other proof of age documents)

- **Managers do not need to keep birth certificates.** This change is for both Idaho and Washington.
- **However, ALL new MUSC players must provide a birth certificate, passport, or other acceptable form of documentation to verify their age to the club Registrar.**
- The Club Registrar must receive the proof of age documentation for verification before rosters were submitted.
 - The Club Registrar will keep these documents on file so players only have to submit them one time—the first time they register with MUSC.
Tournaments are not requiring birth certificates at check-in.

Safety and First Aid

First Aid Kit

- All team managers must assemble a first aid kit and carry it with them to all games and tournaments. The purchase of a first aid kit is a club expense and reimbursement can be obtained from the club equipment manager.
- It is also a good idea to have the Coach carry a first aid kit for practices. The coach should carry at all times a copy of the Player's Medical Release forms in case of an injury at practice.

Adequate Hydration

- It is extremely important that players are adequately hydrated before, during, and after a game.
- All players should drink plenty of water before a game (this means they should be adequately hydrated by the time they start warm ups. This is the most important time to make sure the player is hydrated).
- There should be water available during a game, but players shouldn't over drink because it can cause side aches and make the player feel ill if they drink too much (during very hot weather, it is best to take small sips, just enough to wet the mouth, and even pouring it over the head and on the back of the neck is helpful).
- Players should again drink lots of water after a game to rehydrate. This is especially important to help reduce muscle soreness. Being properly hydrated before and after a game is especially important in hot weather. Among other things, it helps prevent cramping. Be sure there is plenty of water at games.
- If you are attending a tournament in extremely hot weather, it is a good idea to have an ice chest filled with ice water and several hand towels. When players come off the field and at half-time give them a wet towel to place on the back of their neck to cool them down.

Emergency Facilities

- Know where the nearest emergency center or hospital is located.
- Know how to get an ambulance to the field.

Player Injury

- If a player is bleeding, and blood and the open wound is visible, referees will not allow the player to return to the field.
- If a player is injured such that they need to be transported by ambulance, have a parent wait by the street to direct the ambulance to the injured player.
- The Team Manager should have a responsible adult follow the ambulance to the hospital (preferably the parents, of course, unless the player is unescorted).
- The adult should carry with them the player's medical release form.
- Find out where the ambulance is transporting the player.
- The Team Manager should stay at the field with the rest of the team and finish the normal managerial duties.

- If the Team Manager's child is injured and the Team Manager must leave, the medical release forms for the remainder of the players must stay with the team.

If a major injury occurs during a game, the Team Manager must note this on the game card. Normally, if a player is in a cast (either hard cast or soft cast) they are not allowed to play.

Game Day Duties

Game Day Checklist

Bring the following items to all games:

- Team binder/bag (player cards and required forms)
- Game balls (3 minimum)
- Ice packs in a small ice chest, mandatory
- First Aid Kit, mandatory
- Canopy, optional
- Extra water, optional

Home games:

- Field flags
 - Team member parent picks up and returns flags on game days in Moscow if you are the first or last team to play on that field.

Recommendation: Enter all player and coach contact information in your cell phone and key Club officials. You may need these numbers quickly in the event a situation should arise where you need to contact your coach, players, or a Club official.

Week of Game

- Notify your team of the upcoming game date/time, location, and uniform requirements.
 - EXAMPLE:
 - Sat 4/11
 - 2:00p Game v. Spokane @ Sunny Hills Elementary
 - Players be at field by 1:00p for warm-ups
 - Wear red warm-up t-shirt/red socks (bring white & blue jersey)
 - Directions to Field (provide the directions)

Before the Game

- Print out two (2) copies of the Official Match/Game Roster.
 - Give both to Referee
 - Referee will return one to you for both teams with the final score and his/her signature.
- Cross off any player who will not be participating in the game.
- You or your coach must sign the bottom of each form.
- Give the Game Roster forms and player cards to the referees about 30-45 minutes prior to game time start.

- If home team, keep track of how many referees there are and who they are.
- Verify the Center Ref has current patch on the breast pocket of shirt. You can ask to see a Referee's card to verify they are licensed and current.
- Referees will check-in the players and verify player names with player cards, check equipment (e.g., cleats, shin guards, absence of jewelry, etc.) and check field equipment (e.g., flags, goals, etc.).
- If you are the home team, you are required to provide three (3) game balls. Make sure the balls are retrieved following the game.

During the Game

- If a dispute should arise, ONLY the Team Captains or Coach may respectfully talk with the referees.
- It is a good idea to keep track of goals scored for both teams and penalty cards given for both teams (yellow or red) and the jersey number of the person receiving the penalty card. Verify this against what is noted by the referee on the Game Roster form.

Immediately After the Game

- Get player cards from referee.
- Referee will fill out all forms with final score, players who scored goals, player or coach who received a penalty card, if applicable and enter their name. Make sure they write clearly.
- Verify all information is completed. If something is missing confirm with Referee and/or other Team Manager.
- Initial in the appropriate box (Home or Away) on all forms.
- Keep one copy for your records.
- NOTE: Proper completion of forms, including signatures, is critical in the event a dispute should arise about the game.
- Garbage/cleanup—clean up after your team and leave the field and sidelines free of trash.
- Home Team Reports score to league. See District 6/NWL webpages for score reporting instruction

At Home

- Report Game Results for all games as instructed by the league.
 - Game Score
 - Game Number
 - Home team and their score
 - Away team and their score
 - RED and YELLOW cards
 - Player's jersey number and team name who got the card
 - If you report scores EVERY TIME, whether home or visiting team, then your team's statistics will be correct.
- Report number of referees for all HOME games

- Club Treasurer AND soccer@moscowunited.org.
- Center Referee (center or works with one other referee to split the field) 1 or 2
- Assistant Referees (sidelines) 0, 1 or 2
- Keep the original in your team binder for future reference.

Game Cancellations

It is the responsibility of the manager to coordinate with the manager of the other team to reschedule the game as quickly as possible. Contact the MUSC Scheduler and DOC (doc.musc@gmail.com) as soon as possible if you run into the following issues while trying to reschedule a game that has been cancelled.

- If reschedule is not resolve after working on it for one week with the other team.
- If other team won't respond.

At the present time, the MUSC Scheduler is Butch Fealy (butchfealy1@gmail.com).

When you have an agreement with the other manager on a new date and time for the reschedule, contact the MUSC Scheduler with the following information:

- What game is being rescheduled even if it is an away game (game #, original date/time, new date/time).
- Provide a range of times so scheduler can check for available fields and referees.

Types of game reschedules

1. Your team wants to reschedule.
 - a. Reschedule MUST be initiated NO later than the Wednesday before the original date game is scheduled to play.
 - b. If reschedule is NOT initiated by Wednesday before your team is scheduled to play, it is too late to reschedule.
 - i. MUST play short-handed (can play with as few as 7 players in 11 v 11 game, etc.)
 - ii. Try to borrow players from a younger MUSC team.
 - c. Forfeit results in a \$750 fine from D6 and \$150 fine from NWL. Cost of paying the fine is sole responsibility of the team. So find any way possible to play the game.
 - d. However, if there is an unusual circumstance, such as severe illness affecting team and don't have 7 players and can't find younger players to play, **contact the Club Scheduler**.
 - e. If the Home team requests the reschedule, they forfeit home field advantage and the game will be played at the opponent's home field. The exception described below is a weather-related reschedule.
2. Weather-related reschedules.
 - a. If a reschedule is a result of a weather-related situation, the game CAN BE rescheduled at the original field location (i.e., home field doesn't have to change).

- b. Please be cooperative and, if necessary, be willing to play home games at other venues if it is the only option to get the game played.
 - c. Let MUSC scheduler and DOC know the following
 - i. If you have trouble and the other team is UNWILLING to play in Moscow (even though it is the only option).
 - ii. If you play a home game at another club's field so MUSC treasurer will be aware of charges for fields and referees.
3. General Reschedules (not weather related).
- a. If the original home team requests a reschedule that is NOT the result of a weather-related situation, **the home field switches to the original visiting team's field.**
 - b. If the visiting team requests a reschedule that is NOT the result of a weather-related situation, **the home field remains the same.**

Forfeiting a game

- Forfeit fee is \$750.
- If you have 7 players you can play an 11 v 11 game. If you go below 7 players, the referee will call the game.
- **Always** contact the MUSC Scheduler and DOC (as early as possible) if your team won't have at least 7 players.
- Contact DOC if it is too late to reschedule. Try to borrow players through the Player Pass program from younger team.
- Forfeiting is NOT and SHOULD NOT be an option. If it happens, the \$750 fine is the sole responsibility of the team. MUSC will not pay the fee.

Optional Tournaments

Main tournaments are selected by DOC. Teams may choose to play in a variety of optional tournaments throughout the soccer year. There are many tournaments to select from.

Tournaments in Idaho can be found on the IYSA website (<http://www.idahoyouthsoccer.org/default.aspx>). When selecting a specific tournament, you will be directed to the Hosting Clubs website with all relevant information for that particular tournament (e.g., application form, tournament dates, registration fees, lodging information, etc.).

Tournaments will also be sent to members of the MUSC board and then passed on to team managers for each team.

The team is responsible for covering optional tournament-related fees (e.g., registration, coach's per diem, etc.). Each family is responsible for their own expenses if required to travel or stay in a hotel. Team fundraising can help offset these costs.

When a team travels, they will need their travel waiver document with them.

Beginning of Season at Team Meeting

- In addition to the tournament(s) the club will participate, discuss the number of optional tournaments your team would like to play during the summer, season, and postseason.
- It is a good idea to discuss which optional tournaments are possibilities with your head coach prior to the team meeting. Then present the list of tournaments at the meeting. Others may be added or some on list may be excluded. Ultimately the team as a whole should agree on the optional tournaments the team would like to participate in.
- Provide an estimated cost per player for each optional tournament.
- Once the DOC confirms the optional tournament selections for the season, you can begin collecting fees and get your team registered prior to the tournament registration deadline (early registration is preferred to reduce cost).

45 Days Prior to Optional Tournament Dates

- Register team – this is done through hosting clubs website; confirm the last day to register and make payment. If your team is not registered by the deadline you may be placed on a waiting list.
- Make hotel arrangements (or have designated person handle) for team, including coach. Provide this information to team. **Note:** in some areas, it is best to reserve a block of rooms as early as possible, even more than 45 days prior to tournament. Some teams make reservations a year in advance.

Three Weeks Prior to Optional Tournament

- Tournament representative will contact you with confirmation of acceptance and additional information about the tournament.
 - If they do not contact you, you should contact them to get information.
- Review this information carefully, as it will have detailed instructions on what you will need to bring to the tournament check-in, game schedules, tournament rules, and other pertinent information.

One Week Prior to Optional Tournament

- Confirm hotel arrangements (or have designated person to do so).
- Confirm game schedules (if available) and notify team

Before Leaving for Optional Tournament

Team Manager should have the following:

- Team binder/bag
- Maps to hotels, fields, check-in location
- Ice packs in small ice chest (can be delegated)
- First Aid Kit (can be delegated)
- Hotel list
- Know who each player is with – especially if carpooling
- If parents are staying with relatives or friends make sure you have their phone numbers in case you need to get hold of them for game changes or emergencies.

- Loaned or borrowed players information—player card, medical release.
- Tournament rules.
- Tournament director’s contact information.

At the Optional Tournament

- Team Check-in
 - These are usually held the night before and usually allow a team to check in at least one-hour prior to the start of their first tournament game.
 - Team check-in requires validation of player cards, medical release forms, and any other information specified by tournament
 - Verify game schedule for any changes
 - Understand the game card and where to pick up or bring to game with you
 - Understand the tournament rules
 - Know the point system (e.g., 3-point system or 10-point system) – this will determine if you advance depending on how many points your team accumulates and how points tied are handled

After the Optional Tournament

- If your team advances to the finals, prepare or have someone on your team draft a write-up about the team and results. Provide a team photo to the Club webmaster so it can be posted on the website. In addition, if desired provide the same materials to the person in charge of Club’s face-book page.

Volunteers

By now you can see there are many duties and responsibilities of a Team Manager. This burden can be lightened tremendously by the help of other parents on your team. We suggest each team has a Volunteer Coordinator to keep track of each parent’s volunteer hours. See next page of the team volunteer organizing sheet.

Volunteer Tracker/Coordinator

- This person makes sure everyone who is participating in the Service Hours Program on their team has a copy of the “Tracking Log Sheet,” located on the MUSC website.
- They have a copy of the “Team Record Sheet” at hand with the jobs families have signed up for the season.
- They send out emails periodically during the season to the team asking families to give an estimate of their current service hours.
- Let team families know they can submit their tracking forms when they have completed their required volunteer hours.
- Review forms turned into them to verify they have completed the required service hours and how they have accounted for their hours. Our system is honor based so they just need to look for any math errors or with the soccer activities/jobs make sense based on the “Team Record Sheet.”

- Email the club volunteer tracker (soccer@moscowunited.org) with all completed tracking forms, each with the family's name clearly document, for a credit or a refund to their account.
- If families need or are looking for additional hours, please let the manager or another club representative know so suggestions can be communicated to help the family satisfy the volunteer requirement.

MUSC Team Volunteers

Season _____

(fall/spring)

(year)

Volunteer positions are for the entire season and can be filled **parents or players**. Please sign up for one.

Team Manager*		
Head coach		
Assistant coach		
Service hours tracker*		
Team treasurer*		
Team tournament coordinator*		
Team representative for Soccerfest Committee* ¹		
Team representative for Palouse Cup Committee* ¹		
Team club board representative		
Pick up / drop off field flags for home games* (1632 Aborcrest, Moscow)		
Field lining assistance		
Clean Up Sidelines after games		
Write articles for newspaper & club newsletter		
Team photographer, including player ID & Club Facebook page		
Team activities and End-of-Season party		
Bring ice to games		
Organize team Juggle-a-Ton for Soccerfest		
Coordinate gift(s)		

* Required volunteer roles; ¹ Spring season only

Field Flags

The following information describes the team's responsibility for field flags on home game days. Please read carefully and make sure someone from your team is assigned to this responsibility and that they follow through.

1. Check the Home Field Schedule for field flag assignment (sent out weekly by the Club Scheduler).
2. Your team may either be assigned to **set up, return, or both setup and return** the flags depending on when you play.
 - SETUP—The team who plays on that field first SETS UP the flags.
 - RETURN—The team who plays on that field last RETURNS the flags.
 - SET UP **and** RETURN—When a team plays the first and last game, or is the only game on that field, they both SET UP and RETURN the flags.
 - **NOTE:** If other teams play on that field later in the day, please leave the flags.
3. Are you the **FIRST** game of the day on this field?
YES—Go to Step 5.
NO—Go to Step 4.
4. Are you the **LAST** game of the day on this field?
YES—Go to Step 6.
NO—You have no field flag responsibility or are finished with the field flags for the day.
5. **SET UP.**
 - a. Get a volunteer from the team to be responsible for the Field Flags.
 - b. The **Volunteer** should go to Maynard's house at **1632 Aborcrest, Moscow** prior to the game (during the team's warm-up time or earlier).
 - c. Get a maximum of 5 flags and take them to the field.
The flags will be located on the left side of the garage (as you are facing the house).
 - d. Set up one flag at each of the 4 corners of the field and the 5th flag 2 yards off the sideline at midfield on the team side of the field.
 - The 5th flag marks the midfield point where players stand when wanting to substitute into the game. The flag must be at least 2 yards away from the sideline of the field.
 - e. Are you the LAST game of the day on this field?
NO—You are finished with the field flags for the day.
YES—Go to Step 6.
6. **RETURN.** Pick up flags from the field and RETURN them to **1632 Aborcrest, Moscow** at the end of the game.
Please place them back on the left side of the garage where you got them.

IMPORTANT:

1. It is the **TEAM'S** RESPONSIBILITY to SET UP and RETURN flags each week.
2. If you **RETURN** the flags when you are assigned, there will always be **FLAGS FOR THE NEXT WEEKEND.**
3. Report missing flags or damaged flags to soccer@moscowunited.org.

Board Meetings

The Club board meetings are held the third Thursday of every month and include both Executive and Administrative board members. For information on these meetings, please contact the Club president via email (muprez@gmail.com). Board members name and contact information is available on the website.

A representative from each team should attend the board meetings each month.

Fundraising

Each team or individual has an opportunity to raise funds specifically for their team's use. SoccerFest provides a way for teams to do so through the juggle-a-thon and any other creative ideas. Please follow the fundraising policy posted on the club web site (<http://www.moscowunited.org/forms.html>).

After the donation funds have been collected, a note containing all information must be submitted to the club treasurer for accounting purposes. When a manager wishes to use the CLUB account to hold these funds for a purchase or optional tournament registration fee, please contact the treasurer (MUTreaz@gmail.com) that team treasurer can coordinate keeping track of expenses and reimbursements. If by regular mail, use:

Moscow United Soccer Club
Attn: Club Treasurer
PO Box 9919
Moscow ID 83843