

MILAN

INTERNATIONAL SOCCER
ACADEMY



Managing Your Team

Overview

SCOPE:

Clarify role and help you manage assigned team effectively in order to meet CalSouth, CSL policies and comply with club bylaws.

In this presentation you will learn about:

- Primary function of team manager
- Player registration
- Cost to play and operate
- Financial management
- Meetings and info sharing
- Club structure
- Treasurer financial report
- Manager Agreement and Liability

Team Manager Function

- Managers are the administrative arm of the team whose role is to minimize distractions and interruptions, helping coach focus on training players and analyzing team performance at games to help minimize interruption.
- Managers should brief coach on team issues such as: Playing time, tournaments, disgruntled parents or players and have the ability to ameliorate disruptive problems.
- Managers have no authority regarding training methods, player selection, playing time or other coaching functions that fall under under the direction of club DOC.

Player Registration

All players registering for the first time must have the following documents to be issued CalSouth ID card:

- Original birth certificate and a copy for your records
- Complete and signed CalSouth Player Registration Form
- **Recent** 1" x 1" photo of player (we recommend managers take the photo of their players in Milan Academy practice t-shirt)
- A **\$28** team account check for each ID made out to Milan Academy
- Player transfers and the **\$25** fee are the responsibility of gaining team
- Player drops are initiated by the coach and turned in to registrar with ID card
- A **\$10 player** rush fee will be applied if requiring Ids in less than 72 hours
- ID cards for players leaving team will be returned to club registrar for disposition and not handed back to parents or player.

NOTE: Willful falsification of documents will result in sanctions!

Cost to Play and Operate

- **All players must pay \$130 Club Registration fee with Groundworks**
- **CSL fee: \$450 (due by first Friday in May)**
- **CSL New Team Bond: \$150 (due first Friday in May)**
- **Player Club Registration fee: 1st-half April 1st; 2nd half July 1st.**
- **Ref fees: Variable by age group from \$36 to \$70 per game**
- **XARA Uniforms: Home and away numbered set required for each player participating (Kit=jersey, shorts and socks) \$90 per kit**
- **Mandatory Milan practice T-shirt: \$13**
- **Uniforms and gear available at 100% Soccer, Rancho Cucamonga**

Cost to Play and Operate

CONTINUED

All teams are required to participate in State Cup, Nationals, NPL or abroad

- **State Cup Fee: \$525**
- **US Club Soccer Nationals: \$895**
- **Tournaments: Most teams participate an average of three tournaments per year at a cost of \$450-\$695 per event. Clubs generally obtain breaks when 3 or more teams participate in the same tournament.**
- **Player ID cards: \$28**
- **Player transfers: \$28**
- **Coach/trainer stipend determined with a signed Independent Contractor Agreement/ICA**

Financial Management

Financial management and reaching team's financial goals is the most challenging task for managers. As manager you are responsible for the timely collection of dues and fees to operate your team.

Your team must have a MISA PPH Bank account to operate under our non-profit 501C3 and unique club profile.

***All** money collected, including on-location ref fees to pay officials, sponsorships, donations, grants, etc. must be accompanied by a receipt from your team receipt book.*

Team bank statements, check ledgers and receipt books are subject to audits by our treasurer and/or CPA to ensure compliance with state and federal non-profit regulations and to meet annual April 30 FY tax requirements.

*All dues, sponsorships and money collected under Club 501C3 **MUST** be used solely for the purpose of team cost to play.*

Financial Management

continued

As manager you must ensure the following actions:

- Collect fees from parents at the first practice of each month
- Provide and maintain receipt at the time of transaction with the following information: Name of individual, amount collected, what the money was for, date, your signature or initials.
- Deposit all transactions to team account in a timely manner and enter deposits, withdrawals and ATM transactions in team check book Deposit Record.
- Keep a financial record of players that contains: How much they paid, date and what for; such as: Dues, tournament, registration, etc.
- Provide a 1099 for any coach/trainer receiving over \$500 per year
- *NOTE: Avoid bank fees, use your ATM card at the beginning of each month.*

Financial Management

continued

Every competitive team manager and coach is confronted with skilled players and desire to play but lack financial resources. This situation can create disharmony in a team when the child of a paying parent does not get the playing time of one that does not contribute.

MISA recommends the following financial aid solutions:

- Provide official sponsorship letter for distribution to potential sponsors
- Stage a car washes, garage sales, poker night, Vegas bus trip, etc.
- Ask permission to sell food and drinks at our home game
- Fund raisers: Candy sales, Community Discount Cards, Salvation Army Truck donation event, Christmas tree sales, Go Fund Me, ask boss to donate, etc.

Meetings and Info Sharing

Meetings: Held the first Friday of even months, you will be notified by text/email of time and location.

Annual General Meeting: Conducted 1st Friday in April, teams in good standing can vote on agenda issues requiring a vote.

Managers should be familiar with MISA bylaws to have a better understanding of club policy and procedures.

Attendance is taken at meetings and annotated in club minutes.

Board of Directors

Chain of Command:

- **President:** Chairs meetings, provides leadership and accountability.
- **Vice-president:** Second in charge in absence of president, Disciplinary Committee Chairman
- **Secretary:** Records and disseminates minutes, second signature on all MISA corporate documents
- **Treasurer:** Maintains financial records of all club/team transactions, provides end of year financial reports to club CPA, audits team accounts for cause
- **Registrar:** Issues player IDs, ensures player eligibility and program integrity
- **Director of Marketing:** Utilizes social media and advertising to promote club
- **Director of Coaching:** Engages Empoli FC directors, arranges on-line coaching education, symposiums, provides Power Point Presentations, coordinates events with Empoli FC director.

Manager Agreement

- Managers must sign annual Manager Agreement outlining duties and responsibilities mentioned in this presentation.
- All money generated by your team is utilized to pay for team soccer related expenses such as uniforms, officiating, tournaments, CSL fees, etc.
- Misappropriation of funds: Using team funds unrelated to team expenses are grounds for dismissal and can result in you being liable for entire amount in question following a Disciplinary Hearing.
- Disbanding Teams: Managers will surrender financial records, PNC Bank checkbook and debit cards to treasurer to close account; all earnings will be frozen IAW Franchise Tax Board 501(c)(3) non-profit regulations.
- Managers resigning from their position must notify club president 14-days prior to their decision so that a new manager can be assigned to team.
- Past examples of bogus soccer expenditures: Netflix membership, holiday shopping, spending 5K in Las Vegas, paying your utilities, going out to local restaurants, grocery shopping, pumping gas for your car

Know Your Selling Points

- **Quarterly visits by EFC partners to monitor players and provide coaching symposiums**
- **Coaching webinars with EFC Director of International academy programs**
- **Official member with Empoli FC Academy professional Italian Club**
- **MISA has been in business in one form or another since 1960; 60+ years**
- **Roadmap to professional play with EFC partners (dedicated, motivated top .05%)**
- **Guidance towards college admission (no smoke screens here; less than 1% get Full Ride)**
- **Local practice and game fields**
- **Comprehensive Assessment Program for Soccer (CAPS)**
- **Player Progress Report engages players/parents, helps with team retention**
- **MISA web site: Coaching education, post pictures, player recruitment**
- **Reduced fee to camps**
- **Member of Riverside Sport Clinic to treat soccer related player injuries/rehab**
- **Local registrars**
- **Power Point Presentations addressing various topics**
- **Club investing over 2K toward modernizing MISA website and social media exposure**
- **No false promises to get a D1/D2 college education or play pro**
- **Quality programs at an affordable price**

Every competitive club will tell you what you want to hear: "Come to us, your child will get a full ride to a D1, D2 college, go pro, get into the ODP pool etc." Unfortunately, these unsubstantiated demands come with a very high price tag that in the end cannot guarantee any of these claims.

Milan International Soccer Academy guarantees we are committed that your child learn to play the modern game in a safe holistic environment and use the lessons from the game to become a productive adult; therefore, coaches have an obligation to be mentors to their players as well as teach how to become better player.

Giorgio Cerboni, president/DOC



The End