Team Manager's Resource Kit

NORTHERN UTAH UNITED

Included in this kit:
- Current Fee Schedule for the Fall 2018 / Spring 2019 season
- Information on what to gather for Player's proof of birth
- Instructions on how to upload pictures and/or how to print a photo contact sheet
- Information on how to find Team Assignment codes and get players/coaches registered online.
- Template to help teams register players (Player registration Handout)

Q: What is a team manager?
A: The team manager is the organizational manager of the team. They work under the direction of the Head coach. .

Q: What all should a team manager do?
A: The specific roles of the team manager should be up to the coach, however, some suggestions are: Collect team fees, help with uniform orders, collect and upload (or print) coach and player pictures, input team scores and stats, set up a phone tree or e-mail list, help the coaching staff with re-scheduling games, help disseminate information such as schedules, and help coach with registration.

Q: What are the requirements of a team manager?
A: The biggest requirement is a willingness to help! Team managers should be organized and having a good working relationship with the coaches, parents, and players. Team managers must register online, and take the CDC Concussion training at: http://www.cdc.gov/concussion/HeadsUp/Training/index.html . Team managers, though an integral part of the team, are not allowed to be part of the coaching staff on the sidelines, but are necessary to the team's organization.

Q: How can you register to be a team manager?
A: The Head coach will give the team manager a URL (web address) and a team assignment code. The team manager must then go online and fill out an online application. During the online registration process, the team manager will be given a username and password, which will allow them to access the team information, and allow them to upload game scores, photos, and print rosters and schedules.

Online Registration is open on 5/30, **Team registration is due on Friday, June 22nd, in Fall or on Friday, Jan 18th in the Spring**.

Fee Schedule - Fall 2018 / Spring 2019

Northern Utah United - Member fees*

UYSA - State Competition League (including X-League U9 - U12)

Player fees	Fall & Spring *(Deposit)*	Spring Only *(Deposit)*
U09 - U11	$ 165 *($101)*	$117 *($72)*
U12 - U15	$ 173 *($101)*	$121 *($76)*
HS U16 & older	Fall only or Spring Only	$126 *($81)*
HS - Provisional	$ 75 *($30)* in addition to HS Fall Or Spring Fees	

Challenger League

U7/8 & U9 - U19	$115 *($40)*	$ 72 *($24)*

3 month payment plans are available with min. deposit listed above.
Does not include 2.9% online reg. Fee.

Miscellaneous Fees

Coaching pass (First three per team are free)	$10
Late Team Registration fee	$50
Transfer fee- from Challenger to State	U9-12:$55; U13-15:$63; U16 &up: $59
Transfer fee- Ch. to State after 10/31	U9-12:$50; U13-15:$54; U16 &up: $59
All other transfers	$10
Tournament-Only Card	$20
Multiple roster fee - Challenger Team	Year: $62 Season: $37
Multiple roster fee - State team/ year	U9-12: $74; U13-15: $82; U16 &up: $52
MR for State team - Spring Only	U9-12: $42; U13-15: $47; U16 &up: $52
Player Cards (for out of state Tournaments)	$50 team/$5 card
Game Reschedule fee	$20

(No charge for rescheduling games for the first 10 days after the game schedule is published or within 48 hours of the published game.)

NO Player refunds unless the reason the player is withdrawing is the fault of the district - ie: not enough for a division, etc., and no refunds will be given after games begin.

Sterling - Premier Training Program - Optional for teams
Sterling 1 - $35 a month ($385 per year) per person in addition to registration fees.
Sterling 2 - $20 a month ($220 per year) per person in addition to registration fees.
***Can be financed until April 30, 2019*

Referee Fees

Challenger games - referees must be paid on the field prior to the start of the game in cash, and in the correct denominations.

Challenger League per game / per team

Age	U9/10	U11/12	U13/14	U15-19	Non USSF
Center	$12.50	$15	$17.50	$22.50	$5
Per Linesman	$ 7	$ 8	$10	$12.50	$3
total per game	$26.50	$31	$37.50	$47.50	$11
Total per season	Multiply by 8 - 10 games				

Academy U7/8's will have no referee fees
Teams may not play the full number of games, but it is recommended coaches collect this amount of fees.

State Competition Program -Ref fees.
.UYSA will send out an email to all state competition teams, informing them of how to pay ref fees electronically. Collect the amount below from your team once the schedule is up. Fees will be due about 8/15 in Fall / or 3/15 in Spring

U9/10	-	U11/12	-	U13/14	-	U15-19
8 games: $120	/	8 games: $270	/	8 games: $325	/	8 games: $405
9 games: $130	/	9 games: $300	/	9 games: $360	/	9 games: $450
10 games: $140	/	10 games: $330	/	10 games: $395	/	10 games: $495
11 games: $155	/	11 games: $365	/	11 games: $435	/	11 games: $550
12 games: $170	/	12 games: $400	/	12 games: $475	/	12 games: $600

Cache Valley Cup 2018 -
July 11 - 14th. Registration Deadline: June 17th
U9-10: $450 - U11-12: $550 - U13- U18/19: $625
www.cachevalleycup.com

Birth Certificates - We must have a valid Birth Certificate copy or other legal proof of birth on file for *every* player. Valid forms of Proof of birth are clear legible copies of: Birth Certificates (not hospital certificates or wallet sized certificates), Military or state id, driver's licenses, or passports. If the player turned in a copy of their birth certificate during a previous season, they most likely will not need to turn in a new birth certificate. All others will need to turn one in. I will send you a notice of all returning player who will be required to turn in a birth certificate before the season begins around the first week in September or they will not be allowed to play.

Player and Coach pictures - Teams have the option to either upload their own pictures, to e-mail an electronic file of pictures, or to turn in a disk with pictures of the players and coaches along with their team registration to their registrar. Pictures must be head shots, with no silly expressions or profiles. Make sure you keep a copy of your all photos. Photos may be deleted by UYSA after the Fall season, and need to be uploaded again before the Spring season. You may not delete a photo, once it has been uploaded. To delete a photo, you will need to contact your registrar and have them do it.

Steps to Upload Team Pictures:

First: prepare a picture of each member of your team to be put into the system:
1. Take a digital picture of each player (HEAD shot only, nothing below the shoulders) - No silly faces, tongues sticking out, etc. will be accepted. Make sure that you save the pictures somewhere in your computer's "My Pictures" folder so you can easily find them. Label each player's photo with their name to make it easy to find.
2. Log into the Affinity Sports system.
    a. Click on the "Team Tab" in the second section down, below the information regarding your families photos.
    b. Click on "Team info" to the right of the team you will be upload photos for.
    c. Once your roster is up, click on a player.
    d. Make sure you are on the "Player Information" tab. Then click on the "Click to Upload a Photo" box.
    e. Click on "Browse" and find the photo you would like to upload in your photo's file
    f. You can Rotate, Crop, or Resize the photo. When done, it should be just a face shot.
    g. Click "Upload Image".
3. You can use this same procedure to upload the Concussion certificates on your coach and team manager profiles.

How to help players and Coaches Register - in order to register online, Players and Coaches must be given a team assignment code. To find the Team Assignment codes for your team, once you have registered yourself:
1. Log into the Affinity Sports System by going to: http://uysa.affinitysoccer.com
2. Click on the "Team Tab" in the second section down, below the information regarding your families photos.
3. Click on "Team info" to the right of your team.
4. Click on "Print Assignment Codes" at the bottom of the screen.
5. Do NOT give out the Team number, to the right of the team name, it will just confuse people. That is the team number and has nothing to do with registration. The Head Coach code can only be used once, the Assistant Coach code and the Player codes can be used multiple times. My advice is to only use the first player assignment code, ending in PL01, that way you only need to keep track of one number. This can be used multiple times.
6. Give the appropriate code out to the player or coach that you want to get registered, along with the appropriate registration URL below;
> For NUU teams: http://uysa-nuu.sportsaffinity.com
> For Aggies FC teams: http://uysa-nuua.sportsaffinity.com

By going to the appropriate registration URL above, and entering the team assignment code during the registration process, your coach / player will be registered for your specific team.

Note: *Prior to your team registration deadline (22nd of June, 2018), any player or coach that registers online for your team will automatically be placed on your roster for you to see. After the initial team registration has been turned in and your team has been verified, checked for all requirements, etc., your team will be activated. After your team is activated, any player or coach that you have register online will not automatically be placed on your active roster. You must email or call your registrar (terribaker1@live.com office (435) 753-8202 or cell (435) 770-6536) and let her know that you have added a player or coach. She will then check to make sure all of the requirements for that person are met, then add them to your active roster.*

Player Registration Handout - Use the template on the following page as a guide to help you get registration and fee information to your players and their parents. This handout can be used as an invitation to join your team. It is a UYSA state requirement that all teams extend a written invitation, either by email or other means, to all players they would like to roster. Players then, must be given a minimum of 24 hours to accept or decline the invitation. The following handouts can at leastgive you an idea of what kind of information should be communicated to any players you would like to register to your team.

Player Registration Handout   Team:_____ Player :_____

Go to Website URL:_____   Team Assignment Code: _____

Player fees will be $: _____   Registration Deadline is:_____

   Other fees payable to :_____

Referee Fees $:_____ Due: _____   Uniform Fees $:_____ Due: _____

Tournament Fees $:_____Due:_____   Equipment Fees $:_____ Due: _____

Tournament Fees $:_____Due:_____   Sterling Fees $:_____Due: _____

Other Fees $: _____ Due: _____   Total Fees $:_____Due: _____

Please turn in a copy of your child's birth certificate (or other legal proof of birth) and a signed copy of your registration form to your coach, if your child does not already have one on file with UYSA.

**Note - there is a 2.9% service fee on all registration player fees paid online with a credit card, and a $2 service fee for all E-checks.

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