

***Metro Alliance FC
Coaches & Managers***

Manual

2023-2024



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Club Fees:

Fees are determined based on the number of teams and players in the club. The exact fees are announced after teams are made after tryouts. Below are the fees for the 2021-22 season.

2017 (4v4): club fees- \$845, 2 tournaments included

2016-2014 (7v7): club fees- \$1,160, 2 Alliance tournaments, 2 Non-Alliance tournaments included

2013-2012 (9v9): club fees- \$1,185, 2 Alliance tournaments, 2 Non-Alliance tournaments included

2011-2009 (8th graders) (11v11): club fees- \$1,205, 2 Alliance tournaments, 2 Non- Alliance tournaments included

High School Teams (2009-9th graders-2005): club fees- \$1,030, 1 Alliance tournament, 2 Non-Alliance tournaments

Fees cover all the following: Fall and Spring SLYSA/SISL league, 2 Metro Alliance FC Tournament entry fee, 2 other tournaments, 2 practices per week at the O'Fallon SportsPark/Belle Clair Soccer Park, Coaching Stipend, Administration fee, goalkeeper training, and Fall/Spring Elite FT team training.

Non-Payment Procedure:

Once a payment has failed:

1. Our payment processor will email to update payment information and make arrangements with each individual if a payment is missed.
2. 2nd week of non-payment, our payment processor will email and call parent/guardian
3. 3rd week off non-payment, our payment processor will call and email with the risk of the player card being pulled, if not paid within 7 days. Coach will be notified as well.
4. 4th week of non-payment, the player card will be pulled and the coach is again notified. Card will be returned upon the payment received. NO player card means NO play.

5. After 60 days of non-payment and/or failed arrangements, customer will be sent to the collections agency.

Player Payment — TeamSnap

We will be using TeamSnap as our payment platform. You will receive an invoice and payment instructions from payment processor, Amy Kremmel at MetroAllianceRegistrar@gmail.com

In order to get a player card for the season, we must receive the initial payment.

You can either pay using our payment plan that will be split into 6 equal payments or opt out of the payment plan and pay in full. Payment plan must be done through TeamSnap, online (there is a service fee that goes to TeamSnap and not the club).

Parents/guardians can pay IN FULL in person if they would like. If so, they can drop off payment at Belle Clair Soccer Park in the mailbox outside the main building or drop off at Katy Cavin's Center at the front desk during their working hours. They must label their payment in an envelope with their child's name and team's name on it. Once they have dropped it off, they should let Amy Kremmel know through email so she can record it as paid. Payment must be done by the initial payment due date.

Please note that if you sign up for the payment plan, that each month on the 1st, payment will be taken out automatically. If there are any issues, we will reach out to let you know (failure to pay procedure above)

Initial Payment due July 15th
2nd payment due August 1st
3rd payment due September 1st
4th payment due October 1st
5th payment due November 1st
6th & final payment due December 1st

Coaches Corner

Our website now has a coaches corner where we will send some communication out on (goes to your email), important documents with helpful information (coach/manager manual for your reference), training schedule, etc.)

If you have not been added to the website, we will add you to it. You will receive an email to sign-up.

Got Soccer Account

Team Account: Please contact club directors/administrators for this. Not many tournaments use GotSoccer anymore so this should be a rare occasion.

GotSport Account

Player Cards: Once all your players have registered and been verified in Gotsport, the club will print and laminate your team's player cards. Once complete, they will distribute to the team's coach or manager. These cards **MUST** be present at all games, both SLYSA league and tournaments.

Medical Waivers/Other forms: These were all signed when players registered on GotSport for this season. You will be able to download these by following the below steps:

1. Login to your account and go to Team Management
2. Click on your specific team
3. Go to rosters and then click 'SLYSA IL South/Central 2023/20234Pass Registrations and Search
4. Click on Documents and IDs
5. Under the Medical Release Forms, click on the drop down box and select the desired form
6. Click Download Medical Releases

Official Rosters/Player Cards — download for tournaments

1. Login to your account and go to Team Management
2. Click on your specific team
3. Go to rosters and then click 'SLYSA IL South/Central 2023/2024 Pass Registrations and Search
4. Click on Documents and IDs
5. Click ID cards or Roster PDF

Game Day Cards: Need to be printed for each SLYSA Game

1. Login to your account and go to Team Management
2. Click on Matches
3. Click on the 3 little Dots “...” and Click Print Match
4. SLYSA will not allow you to print match cards until 48 hours prior to game time

Entering Jersey Numbers in GotSport

1. Login to your account and go to Team Management
2. Click on your specific team
3. Go to rosters and then click ‘SLYSA IL South/Central 2023/2024 Pass Registrations and Search
4. Go to the ‘Jersey’ box and enter in the jersey number for each player and click ‘save’

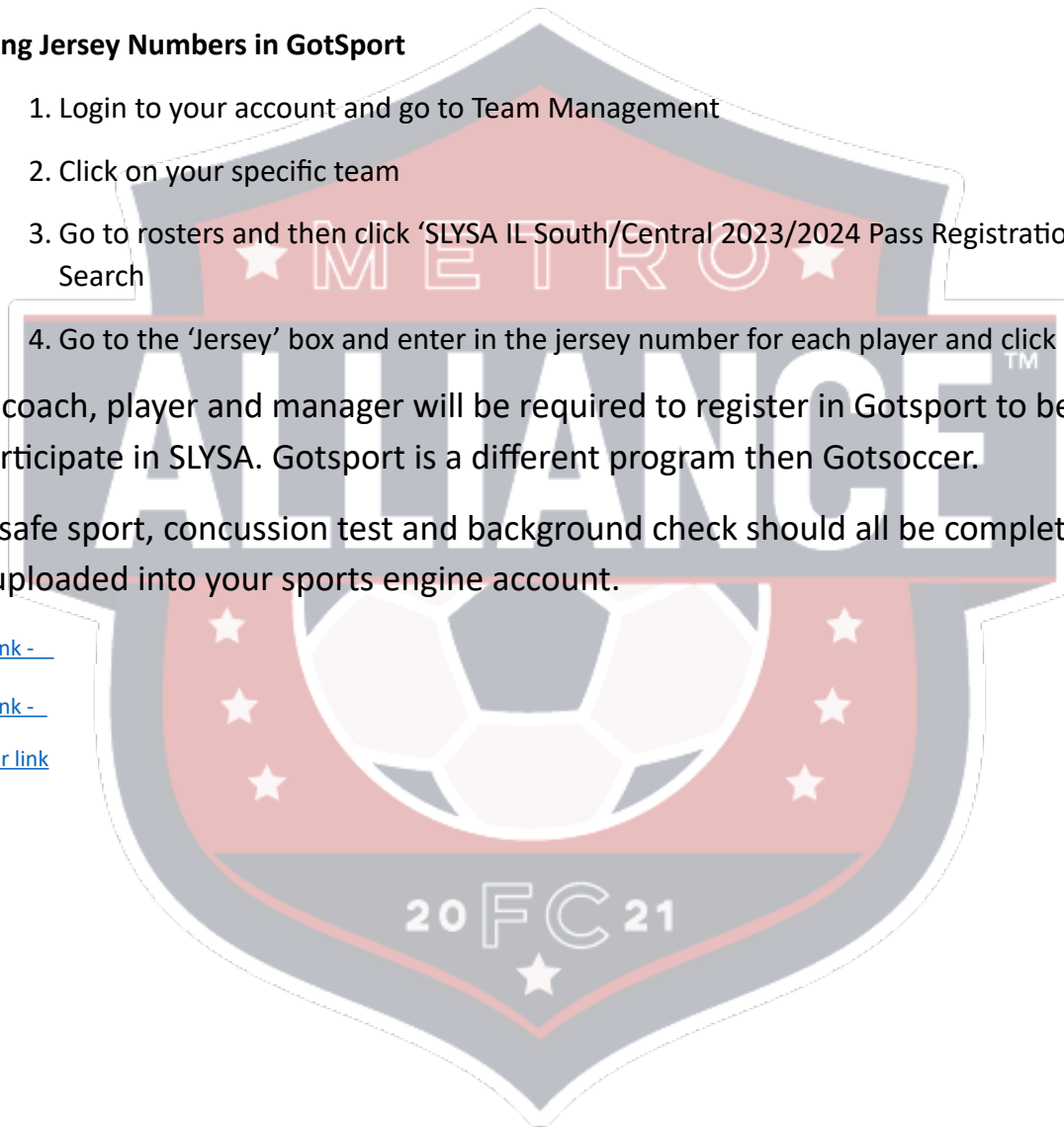
Each coach, player and manager will be required to register in GotSport to be able to participate in SLYSA. GotSport is a different program then GotSoccer.

Your safe sport, concussion test and background check should all be completed and uploaded into your sports engine account.

[Player link -](#)

[Coach link -](#)

[Manager link](#)



Tournaments

Managers or coach will be responsible for registering for all tournaments. Make sure you upload all the required documents to the tournament's GotSport account.

See below for how many tournaments are included in your club fee's. Individual coaches can choose which tournaments they would like to register their team for. All tournaments must still get approved by your club director. **We will provide a list of options as blackout dates for SLYSA are due July 14th.**

Once you register for a tournament, you will need to send the receipt to mafcpayments@gmail.com to get it paid unless it is a tournament outside of your allotted tournament amount. The process from getting the receipt to a check being cut is approximately 2 weeks. **You do not need to submit payment for Alliance tournaments.** Please do not wait until the last minute to get the receipt to us. Please include in your email to receive payment the following:

- Registration attachment
- Team Name
- Club name and address to send payment amount

4v4 (2 tournaments)

7v7, 9v9 & 11v11 (2 Metro Alliance events and 2 outside events)

High School Boys & Girls (1 Metro Alliance FC events & 2 outside events)

Travel Stipends: Head coaches who do not have a child on the team, will receive a \$200 stipend to cover travel and food. Parents should cover the hotel cost if it isn't covered by the tournament. You will need to fill out the travel stipend form (attached to the email sent and on coaches corner for your convenience). You will send this form to James (james@metroalliancefc.com).

Community Service

We will continue to be involved in the community, we are asking that each team do a community service project. All projects must be approved by our Club Directors. We will be sending out a list of ideas for teams to choose from.

Coaching License

All head and assistant coaches must have a minimum of an 'E' license or higher to get carded for SLYSA. The card allows you to coach from the bench. The new US education system is the grassroots coaching course. If you don't have an 'E' or higher, you must take one of the following grassroots courses – 7v7 or 9v9, or 11v11 course (coaching license instructions have been sent by email and will be on the coaches corner for your convenience).

Rain Outline

We will utilize Rainout Line for training cancelations. Please have your parents sign up on the link below. They will get real time updates with any changes that we make regarding training cancelations. It will also get posted on our Facebook page.

<https://rainoutline.com/search/dnis/6182262800>

Playing Up

All players that were roster on an older team for the 2020/2021 season will be grand fathered in and allowed to continue to play up. Any new players must get approval from club directors.

Loaning of Players

If teams are short players, they are allowed to borrow from another team to make sure that they have enough players. Before they contact a player on another team, they must contact that teams coach first. You should always ask another player in the same age group before you ask a younger player. Guest players should never miss one of their teams' games to help another team.

Player Movement after tryouts:

After teams are made, players should stay with the assigned teams. If players have been misplaced, and he or she needs to be moved up or down, please meet with the club directors to discuss options.

Alcohol

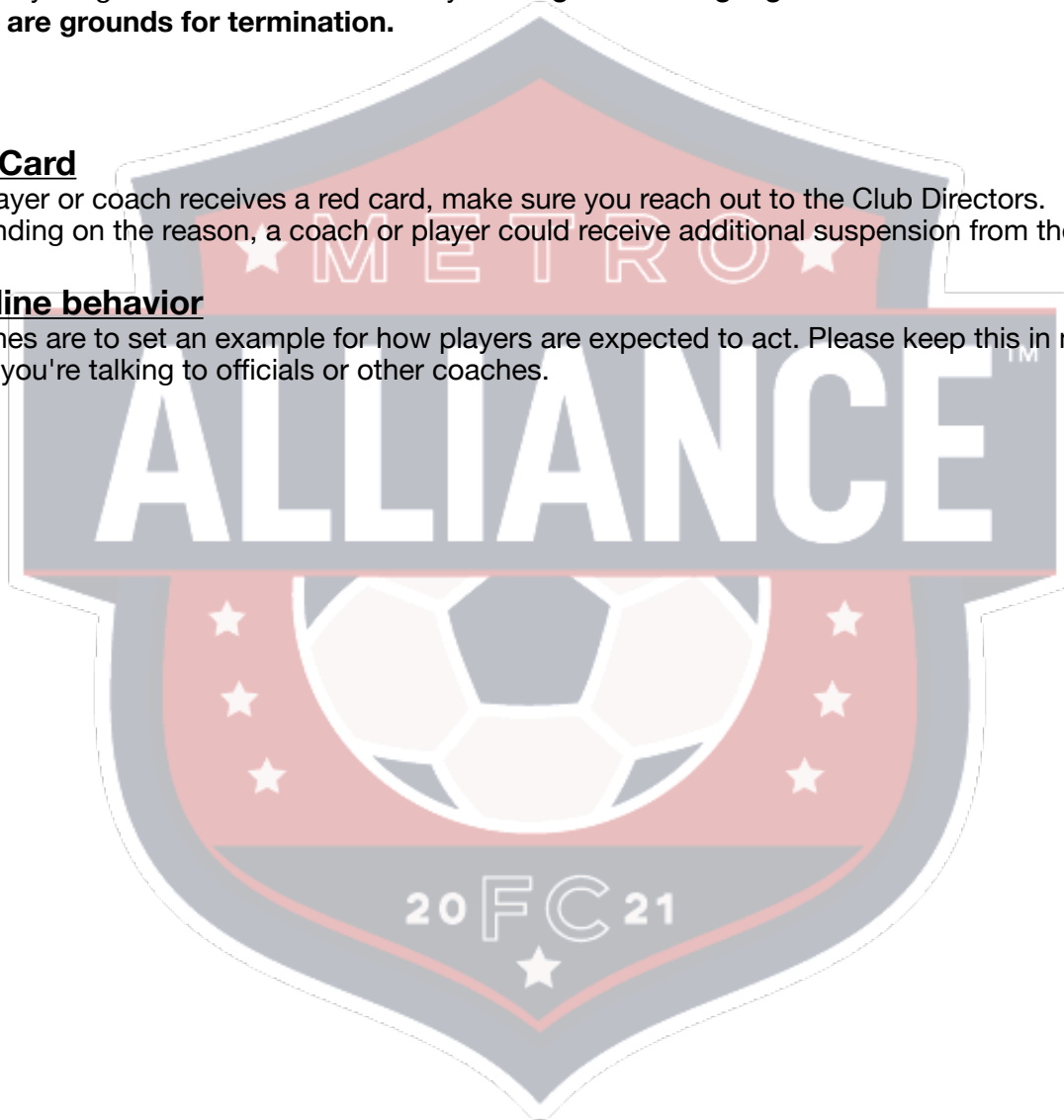
Coaches should never be on the sideline after consuming any alcoholic beverages. This also includes tournaments. Coaches that are old enough are welcome to have a drink, but it should be after your games are done for that day. **If caught coaching a game while intoxicated these are grounds for termination.**

Red Card

If a player or coach receives a red card, make sure you reach out to the Club Directors. Depending on the reason, a coach or player could receive additional suspension from the club.

Sideline behavior

Coaches are to set an example for how players are expected to act. Please keep this in mind when you're talking to officials or other coaches.



Managers

It is vital as a coach to find a manager for your team. The manager will handle all the administrative aspects of the team

Role of the manager:

- Collect and file all contact information for each player on the team
- Make sure TeamSnap is up to date
- Forward club/administrative e-mails to the team (**when advised to**)
- Register the team for tournaments in Gotsport
- Upload all documents that are required for tournaments
- E-mail, use TeamSnap, etc. to let parents know of any cancellations or changes to a practices or games
- Collect money to pay for any indoor tournaments or leagues. Club fees do not cover these options
- Printing game cards for SLYSA games (only have access 48 hrs. Prior to your game)
- Collecting money from them teams for coaches hotel rooms for out of town tournaments if the hotel does not cover this.

Managers can reach out to Jen Evans with any manager questions they might have at clubadmin@metroalliancefc.com

Managers Check List

Accounts you will need logins for:

Sports Engine

Gotsport

TeamSnap

HTG Sports (Travel permit for travel tournaments): <https://htgsports.net/tournamentcenter.aspx>

Coaches Corner

Sports Engine

This is where your profile and your household profile is located. This is also where your Background check and safesport certificate information should be taken care.

Gotsport

This is where your profile and roles (manager) and team with team roster will be.

You will be able to check your team roster here. You will find your official roster, players cards for tournament registration, game cards and medical releases here. You will also register for most tournaments in GotSport.

TeamSnap

This is where all communication with the team will be done throughout the season. Please make sure you add any new players to TeamSnap and communicate with the club admin when a new player is added so they can take care of any other administrative items for that player.

Things that you need to make sure are done:

1. The team is updated and the name is correct MAFC (birth year) (boys or girls) Premier, Elite, Navy, Red etc).
2. Are all players listed in the roster to include player name, #, correct email and phone number. Player address is helpful as well going forward but not required right away. The more info up front, the better you are with communication.
3. You can use the tracking feature to keep up with who has completed tasks i.e., reserved a room in the hotel block, paid for a tourney, ordered uniforms etc.

4. Have the team update their status under availability as soon as possible so coaches can plan for games and training. At minimum people should update two weeks out but tournaments should be done as close to posting as possible. If players are going to be gone (you can have them add a note under their response, so you know what is happening (sick, vacation, baseball, lacrosse etc).

5. You can use the live feature during games to post scores so parents/loved ones not in attendance can keep up with the game from a distance.

6. The team chat feature is a good way to keep open communication with parents and players and posting updated info (field change, uniform change, delay of game for weather etc)

Tournaments:

7v7, 9v9, and 11v11 teams get included in their player fees is two (one Alliance and one other local or traveling) tournaments for Fall and two (one Alliance and one local or travel) for Spring. High School teams get one Alliance and two other local or travel tournaments. 4v4 teams get two tournaments total for the year. The fees DO NOT include hotel rooms if you are traveling. You will need to send a copy of your tournament registration to mafcpayments@gmail.com so they can get the tournament paid for unless you are doing an extra tournament. You can choose to do one more tournament in Fall and Spring, but you will need to collect money from your parents for that and make sure the tournament you choose gets paid for.

To start off the season, it is always a good idea to have a parent meeting to include the coach (if possible but if not, information the coach wants the team to know) so that everyone is on the same page ahead of the season. This gives parents the expectations from the coach that they expect the players to uphold. It also allows for new parents to the team to meet current or previous players parents. This will allow parents to also ask questions or voice concerns ahead of time that can be answered.

20 FC 21

Elite FT Club Training

Our partnership with Elite FT started at the inception of Metro Alliance FC in the fall of 2021. Previously, Elite FT provided Club Training for the O'Fallon KiXX Soccer Club starting in 2009. Owner Justin McMillian and Soccer Directors Dave Fernandez and David Cole work directly with Alliance Directors James Chambers and Donny Sheehan to provide weekly club training for all 60+ teams. Elite FT provides one coach per team for 8-10 weeks per season. In addition, a coach's clinic is held and welcomes all Metro Alliance FC head and assistant coaches in the fall.

All training is age group specific. The club focuses more on what is best for the club and the individual player, versus the team. The decision to train by age group builds camaraderie between not only the players in an age group, but also the coaches. There will still always be one Elite FT coach per team.

U10 and under will focus their training on individual player development. This consists of hundreds of touches on the ball with all parts of both feet, along with 1v1, 2v1 and 2v2 activities. U11-U14 will continue with getting touches but will progress to more tactical/decision making activities. U15 and older age groups will train with Elite FT's Sports Performance coaches and focus on ACL/injury prevention, flexibility, agility, and explosiveness.

Elite FT's Club Training Staff is the best around. The staff consists of over 40 coaches and the Alliance will receive their best! It is likely teams will see coaches such as McMillian, Fernandez, and Cole for trainings, along with High School and College Head/Assistant Coaches, current and former professional players, as well as college players. They are all educated by Elite FT's education program, The Elite Way!

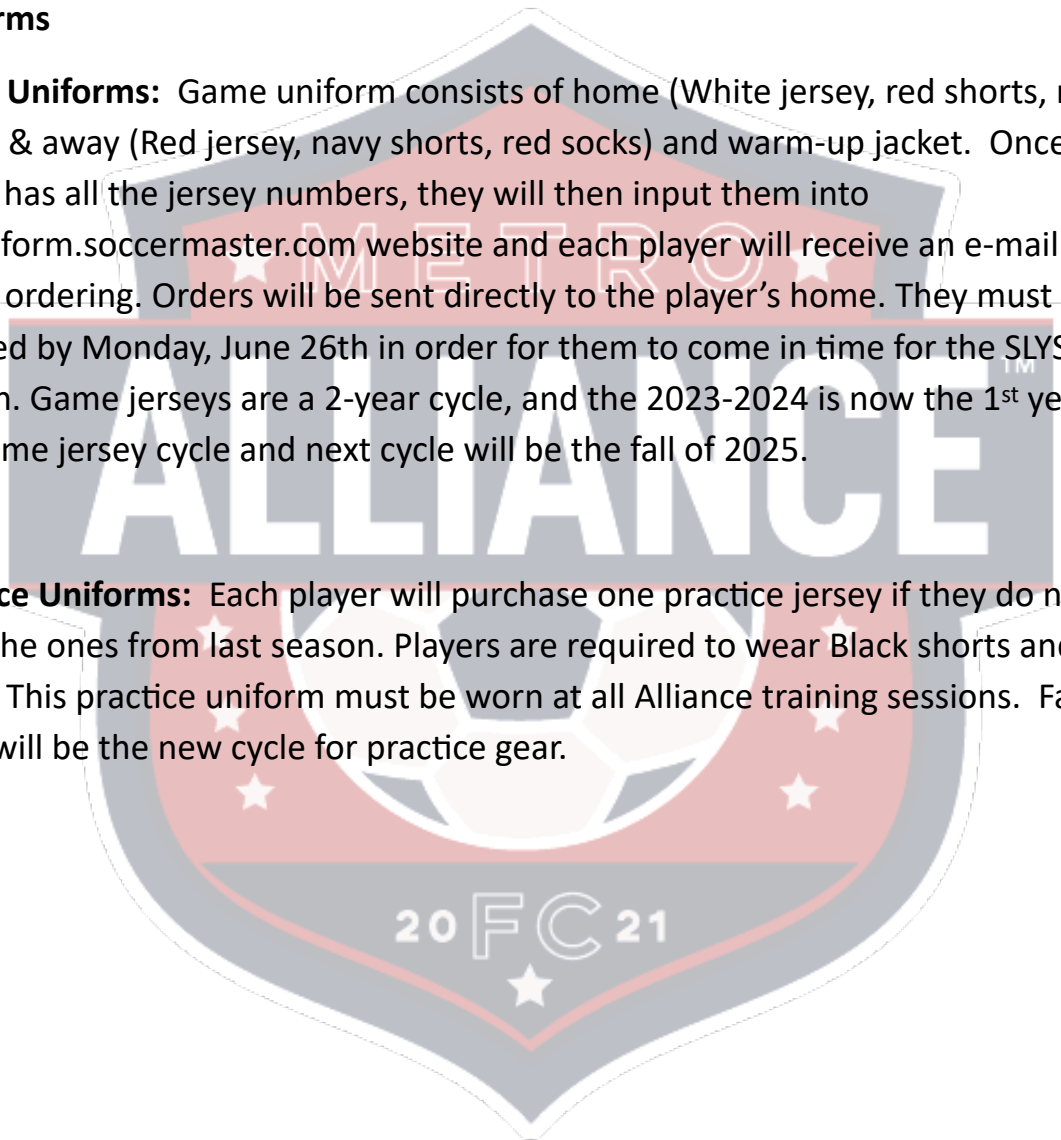
The Alliance coaches are expected to be at all training sessions to actively observe the coaches and their players. Coaches are expected to allow the Elite FT Coach to do their job at these sessions and stay focused on giving as much personal attention to their players as possible. It is also very important for the Alliance coaches to offer feedback (game analysis) to the Elite FT coaches from previous games played when attending the following Elite FT training session. This shared information becomes very useful to help prepare training sessions leading up to their next game(s).

Note: If any team has a SLYSA game conflict they must email Justin McMillian, Elite FT @ mac@eliteft.com immediately so the age group training can be rescheduled to accommodate for the conflict.

Uniforms

Game Uniforms: Game uniform consists of home (White jersey, red shorts, red socks) & away (Red jersey, navy shorts, red socks) and warm-up jacket. Once the coach has all the jersey numbers, they will then input them into myuniform.soccermaster.com website and each player will receive an e-mail about ordering. Orders will be sent directly to the player's home. They must be ordered by Monday, June 26th in order for them to come in time for the SLYSA season. Game jerseys are a 2-year cycle, and the 2023-2024 is now the 1st year of the game jersey cycle and next cycle will be the fall of 2025.

Practice Uniforms: Each player will purchase one practice jersey if they do not have the ones from last season. Players are required to wear Black shorts and socks. This practice uniform must be worn at all Alliance training sessions. Fall 2024 will be the new cycle for practice gear.



Sponsors

Metro Alliance FC offer, any business, the opportunity to have their company represented on either the game or practice jerseys.

These funds are important for the growth of our club and the opportunities it provides. If you know anyone that would be interested in future sponsorship opportunities, please have them contact us at clubadmin@metroalliancefc.com



The logo for Metro Alliance FC 2021 is a shield-shaped crest. At the top, it says "METRO" in large, outlined letters with a star on either side. Below that, the word "ALLIANCE" is written in a large, bold, sans-serif font with a trademark symbol. In the center of the shield is a soccer ball. At the bottom, it says "20 FC 21" with a star underneath. The background of the shield is red and grey.

Fundraising Events

All the following events are tentative

Alliance Trivia Night — TBD

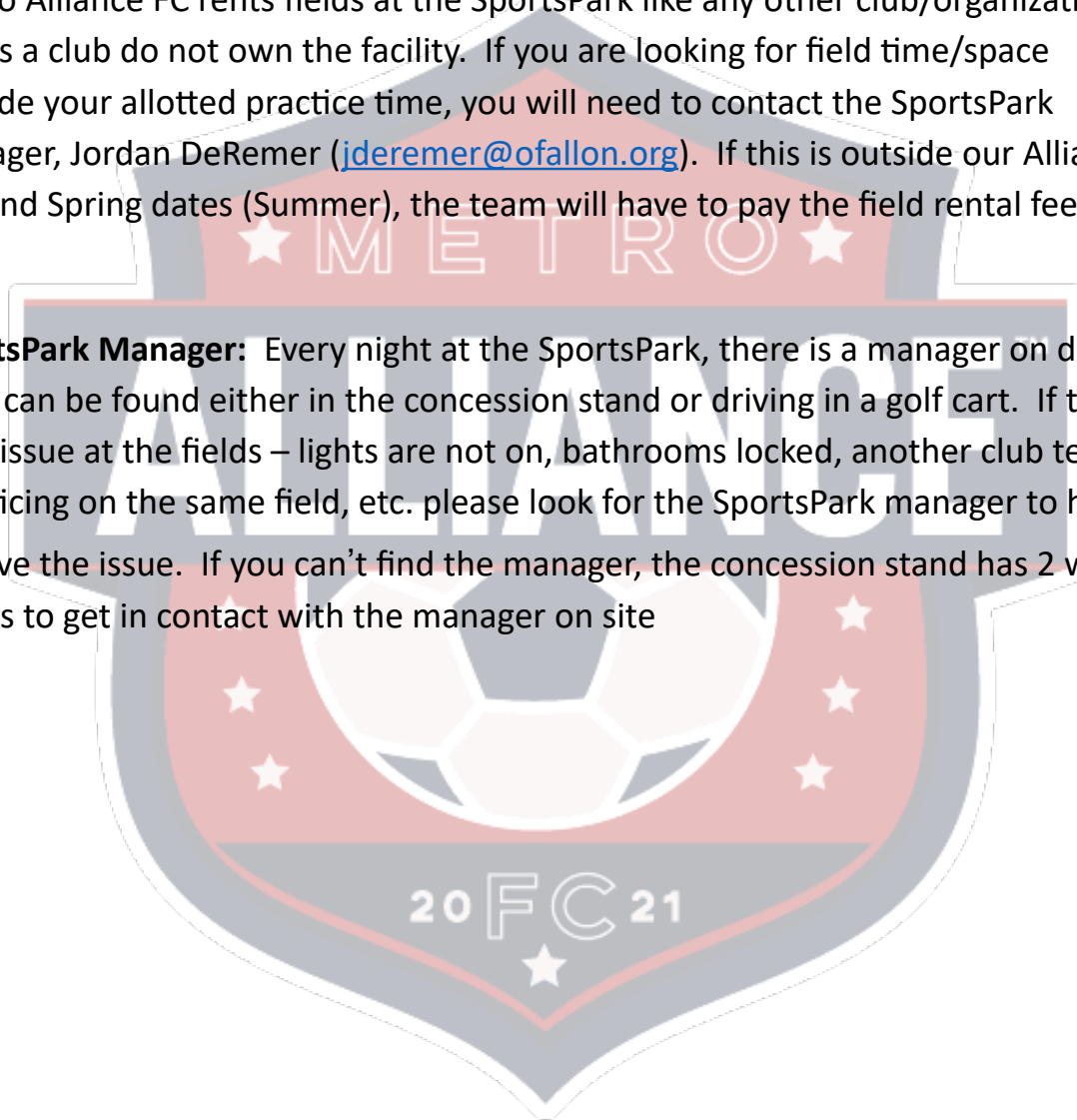
Go Raise Dough — TBD

Metro Alliance FC Tournaments: As required by Illinois Youth Soccer Association, all fields at the tournament must have a field marshal to check player cards and call in any injuries to the medical trainer. We will have a sign-up sheet for every family that needs to volunteer.

Field Requests

Metro Alliance FC rents fields at the SportsPark like any other club/organization. We as a club do not own the facility. If you are looking for field time/space outside your allotted practice time, you will need to contact the SportsPark manager, Jordan DeRemer (jderemer@ofallon.org). If this is outside our Alliance Fall and Spring dates (Summer), the team will have to pay the field rental fee.

SportsPark Manager: Every night at the SportsPark, there is a manager on duty. They can be found either in the concession stand or driving in a golf cart. If there is an issue at the fields – lights are not on, bathrooms locked, another club team practicing on the same field, etc. please look for the SportsPark manager to help resolve the issue. If you can't find the manager, the concession stand has 2 way radios to get in contact with the manager on site



Weather Policy



Cold Weather Policy

- The temperature/wind chill will also be checked at the scheduled start of each game/practice. If the wind chill falls into one of the below categories, follow the corresponding instructions:
- If the temperature or wind chill is between 32 – 25 degrees:
 - Coaches must monitor players carefully and take necessary action if needed.
 - Officials/coaches have authority to suspend play at any point during the game if they deem the conditions have become unsafe.
 - All players must cover all extremities (coat, pants, hat, gloves).
 - Activities will be limited to 45 minutes of play.
- If the temperature/wind chill is 24 degrees or below:
 - All activities are canceled.

Heat Policy

- The coaches will have to monitor the heat index:
- Heat Index greater than 105 degrees:
 - Cancel all Activities
- Heat Index 100 – 105 degrees:
 - Mandatory water break every 30 minutes for 10 minutes in duration
 - Players must hydrate and remain in the shade during the break (if available)
 - Coaches must monitor players carefully and take necessary action if needed

Re-check temperature and humidity every 30 minutes to monitor for changes in the Heat index

- o Heat Index 95 – 99 degrees:

Optional water break every 30 minutes for 10 minutes in duration

Metro Alliance FC Staff Contact List & Roles

Important Contacts:

Executive Director: James Chambers (James@metroalliancefc.com) – Coaches Pay, tournament scheduling, field space requests, training schedule any issues/concerns/questions regarding U-15 and up age groups

Club Director: Ricky Andrews (Ricky@metroalliancefc.com) – Any issues/concerns/questions regarding U11-U14 age groups

Club Director: Donny Sheehan (Donny@metroalliancefc.com) – Uniforms, camp questions, any issues/concerns/questions regarding U10 and below age groups

Club Administrator: Jen Evans (clubadmin@metroalliancefc.com) – Player Registration, Coach/Manager registration, general information about the club, questions about registering for tournaments (administrative items)

Payment Processor: Amy Kremmel (metroallianceregistrar@gmail.com)– Player fees (invoices)

Finances for the Club: Lindsey Meese (mafcpayments@gmail.com) – Tournament payments

Assistant Club Director: Aaron Guzman (guzmanwood89@gmail.com) – general age group questions/training thoughts for U15 and up age groups.

Camp Director: Anthony Brown (abtechnicaltraining@gmail.com) – questions regarding camps

Athletic Trainer: Aaron Kremmel (akremmel@bths201.org) – any injury issues/concerns

Southern IL Club Director: Ortez Davis (ortez22@gmail.com)- oversees our Southern IL teams

