

Attachment 11

Division Manager Guidelines

SMYS fields teams in various Age Groups from U05 to U18. Each Age Group has several teams, from 6 to 12, each with typically 12, 14, 16 or 18 players assigned by a Division Manager (DM). Some other leagues use the term Age Group Commissioner to describe what SMYS refers to as DM's.

The basic responsibilities of a Division Manager are:

1. Assist with player registration during walk-in registration.
2. Recruit and identify volunteer coaches from within your division (usually parents).
3. Set up teams in your division.
4. Assign players to each team.
5. Coordinate with the SMYS VP (Admin) or VP (Rec) to assign practice field location and dates.
6. Communicate important SMYS information to teams/players/parents.
7. Ensure that all coaches comply with the requirement to complete a background check.
8. Assist with coaches training at the beginning of the season.
9. Distribute uniforms and other coaching supplies and material.
10. Communicate with teams/coaches/parents to address concerns or resolve problems.
11. Communicate with other league officials, primarily the VP (Rec) on issues within your division.
12. Assign responsibility for and ensure that fields get lined by volunteers (Hollywood fields only).
13. Attend Recreation Board Meetings, usually 3 to 4 times per season.
14. Attend the annual SMYS meeting in June.
15. Provide feedback to SMYS Executive Board Members on ways to improve the league.

LOGIN to Team Management:

A computer and internet access is required. You will access a Team Management website SMYS uses to administer the league. (<https://ssl.demosphere.com/sms/agc>) The VP(REC) will assign you a login UserID and Password to get to this webpage.

Recruit/Assign a Coach:

One of the first tasks is to recruit a coach. Many volunteers indicate their willingness to coach when they register their child. When you select the "Coach Assignment Screen" you will see a listing of those who have volunteered to be a coach or assistant coach. When you click on the volunteer's name you will see the contact information for that person. It's a good idea to verify with the volunteer that they are still willing to coach a team. If they are, simply assign them to a team using the drop down team menu. If you don't have enough coaches, you'll need to start making phone calls to recruit. Teams must have a coach assigned BEFORE we can release rosters. In some cases you'll have to start assigning players to a team that does not have a coach. If this happens, e-mail the team and ask for a volunteer. If you lack enough coaches, look at those who have volunteered to be an assistant. In many cases, they will agree to move up and be a head coach. If someone is willing to coach but did not check volunteer during registration, have them update their information by using the link on the SMYS website (www.playsmys.org).

Basic Procedures for setting up Teams in your Division:

Setting up teams is relatively straight forward. Select "Create/Add Teams" to edit the team names.

Team numbers use the following convention:

U05-01, U05-02 ... U05-12
U06-01, U06-02 ... U06-12
U07-01, U07-02 ... U07-12
U08-01, U08-02 ... U08-12
U09-01, U09-02 ... U09-10
U10-01, U10-02 ... U10-08
U12-01, U12-02 ... U12-12
U14-01, U14-02 ... U14-08
U18-01, U18-02 ... U18-08

**For Girls only teams, the letter "G" is added after the Age Group (e.g. - U12G-01).*

After selecting a team to edit, add the coaches last name after the team number (e.g. U06-01 LName). The comment block can be used to indicate practice location and days (Dorsey Pk Tu/Th).

Assigning Players:

A computer and internet access is required. Now that the teams have been created and coaches identified, it's time to start forming the teams by assigning players. From the Team Management website, access the Web-based **Team Builder** Program and follow the instructions for using it on your computer. Login using the USERID and Password given to you by the VP (REC).

When assigning players, there is no prescribed method for placing players on teams. SMYS does allow parents to make "Special Requests"; we do not however, guarantee that a special request will be granted. SMYS also allows for parents to request practice field locations based on their child's school. Again, SMYS does not guarantee to meet these requests.

Some suggestions on what to consider when placing players (in no particular order):

- Geography – it's best not to place a child who lives in the North part of the county on a team that will practice in the South part of the county. Place kids on teams close to home or school so that they will play with kids they know or attend school with. This is especially important for first time players, and players in the U6 and U7 divisions.
- Siblings – make sure siblings playing in the same age group are on the same team. This is not always an obvious request as some siblings may have different last names.
- Carpool/Team – Some returning players may request to play with certain teams for transportation reasons.
- Prior team or Prior Coach – returning players, especially in the older age groups, will often request the same team/coach as a previous season.
- Practice day/time/location – because volunteer coaches pick the practice day/time/location (often based on field availability), this type of request is often the most difficult to meet.

**The items above are not prescriptive – you must use your own judgment in assigning players.*

DO NOT release team information until you receive permission to do so from the VP (Rec). There are often last minute changes that must be made and releasing the information to early can create

confusion. Within the Team Management site, and also within Team Builder, are pre-formatted reports for team rosters. These should be printed and sent to the head coach only. Since these contain dates of birth, names, and address, you should not send these to anyone else. When sending to coaches, instruct them as to when they may begin to contact their players. All players should be contacted within one week of the rosters being released.

Coordinate Practice Field Choice/Availability:

Contact all coaches in your division and determine their 1st, 2nd, and 3rd choice for practice field locations and practice days. SMYS uses the following process for assigning fields. St. Mary's United will select fields first. SMYS RecPlus teams will get second choice. SMYS Rec teams will select fields last. The VP (Administration) will assign fields, and publish a list of practice locations. SMYS VP's are the only ones authorized to communicate directly with St. Mary's County Recreation and Parks. Coaches should direct all questions to their DM, who will address or forward to the VP (Rec).

Communicate with Teams, Coaches and Parents:

SMYS communicates primarily through e-mail. DM's will pass important information on training dates, schedules, special events etc. to their division. When questions or concerns arise, parents should first go to their coach, then the DM, then the VP (Rec). When questions/concerns come to you, please respond in a timely manner.

Coaches Background Check:

St. Mary's County Recreation and Parks (SMCR&P) requires each youth sports coach to complete a background check. Information can be found on the SMCR&P website (<http://www.co.saint-marys.md.us/recreate/sportshome.asp>). Each team must have a coach and an assistant coach who have passed the background check. Once completed, a coach/asst coach will be listed on the approved coaches list. The background check must be completed BEFORE the season starts. Teams will not be allowed to play in SMYS games until this requirement is met. The background check can be done online in a few minutes.

Coaches Training:

At the beginning of each season, there will be a coaches training session held at one of the SMYS game fields (usually CRRP) on a Saturday morning. The training will last about 90 minutes to 2 hours. At the conclusion of the training, DM's will distribute uniforms and other items to coaches.

TRAINING IS MANDATORY FOR ALL COACHES!

The training sessions are typically held 1 to 2 weeks prior to the first week of games. If a coach missing the training for any reason, the DM must meet privately with the coach and present the training material and information. Team practice session may not start until a coach has completed the training.

Communicate with Coaches/Parents/SMYS:

DM's are the first line of communication between the parents/players/coaches and the league. As such, DM's should attempt to resolve issues or concerns at the lowest possible level within SMYS. Issues that cannot be resolved by the DM should be forwarded to the VP (Rec).

Fields:

At the beginning of the season, SMCR&P will line all game fields. SMCR&P will line the fields at Chancellor's Run Park throughout the season. The younger age groups who play at the Hollywood Soccer Complex will share the responsibility for lining the game fields prior to each weekend's games.

DM's will advise teams that the Home Team for the first games of the day on each field will be responsible for lining the field prior to the start of the game. Field paint and lining equipment is located in a storage container at the field complex. Paint and equipment for lining is league property and is to be used for game fields only. Lining fields usually takes less than 30 minutes per field. When complete, unused paint and lining machines should be returned to and locked in the storage box. Empty paint cans are to be discarded in the trash container located in the storage box. It's best to line the field the evening before a game is scheduled.

Meetings:

SMYS holds regular meeting throughout the year. DM's are required to attend the Rec Board Meetings which are usually held 2 to 4 times per season. There will be at least one meeting before week one, and at least one meeting after the last weekend of games. DM's are also required to attend the annual SMYS General Meeting and vote in the general election of SMYS Executive Officers.

Appointment and Eligibility for Executive Board Position:

The VP (Rec) has the sole responsibility for appointing or removing DM's. After serving one year as a DM you are eligible to be elected to the SMYS Executive Board.

Software Applications:

A step-by-step guide for using the Team Management website and the *Team Builder* software will be provided separately.

General Guidance:

After registration closes, the VP (REC) or VP (Admin) will process all play-up requests. Once completed, DM's will begin forming teams. Play-up requests received during Late Registration will be processed on a space available basis. All registrations received after division reaches the maximum player count will be placed on a wait list. The priority for placement is as follows:

1. True age group registrations received during open registration.
2. Play-up requests received during open registration.
3. True age group registrations on the wait list, sorted by registration date.
4. Play-up request received during late registration, sorted by registration date.

An even number (2, 4, 6) of teams in each division is preferred; this avoids teams having a bye week.

The maximum number of teams in a division is based on historical trends, and is limited by the number of uniform purchased. In the event that a division has more players than can be accommodated, the league will consider alternatives such as playing-up, using uniforms from prior years or other remedies as may be appropriate.

Division Specific Information:

- U05 Kiddie Kick – This program is designed for entry level players. The sessions are offered weekly at CRRP. Teams should be no more than 10 players. Since the sessions are all on the same night, at the same time, there are no issues associated with team assignments. Divide the players into equal team, balancing boys with girls.
- U06 – This is the first division for players to be assigned to specific teams. The maximum number of teams in the division is 12. The minimum number of players per team is 12, and the maximum number of players per team is 14. Games are 2 simultaneous games of 4v4, so fewer

than 10 per team limit substitutions. All games are played at the Hollywood Soccer Complex Field #4.

- U07 – This division will have a mix of new and returning players. The maximum number of teams in the division is 12. The minimum number of players per team is 12, and the maximum number of players per team is 14. Games are 2 simultaneous games of 4v4, so fewer than 10 per team limit substitutions. All games are played at the Hollywood Soccer Complex Field #5 & Field #6.
- U08 – This division introduces goal keepers, referees, and all players will be on one field. There will be one game of 6v6. To ensure that all players can play approximately 50% of the game, roster size for U08 is smaller. The maximum number of teams in the division is 12. The minimum number of players per team is 10, and the maximum number of players per team is 12. All games are played at the Hollywood Soccer Complex Field #3.
- U09 – This division will have mostly returning players, with a few new players. Returning players are more likely to request a specific coach in this division. The maximum number of teams in the division is 10. The minimum number of players per team is 12, and the maximum number of players per team is 14. Games are played 8v8. All games are played at the Hollywood Soccer Complex Field #1 or Field #2.
- U10 – This division will have mostly returning players. The maximum number of teams in the division is 8. The minimum number of players per team is 12, and the maximum number of players per team is 14. Games are played 8v8. Games are played at Chancellors Run Park Field #4A or #4B. If field availability becomes an issue, games can also be played at the Hollywood Soccer Complex Field #1 or Field #2.
- U12 – This division will have mostly returning players. The maximum number of teams in the division is 12. The minimum number of players per team is 12, and the maximum number of players per team is 14. Games are played 8v8. Games are played at Chancellors Run Park Field #4A or #4B. Chancellors Run Field #1 or #3 may also be used.
- U12 Girls – This division will have mostly returning players. The maximum number of teams in the division is 6. The minimum number of players per team is 12, and the maximum number of players per team is 14. Games are played 8v8. Games are played at Chancellors Run Park Field #4A or #4B. Chancellors Run Field #1 or #3 may also be used.
- U14 – This division will have mostly returning players. The maximum number of teams in the division is 8. The minimum number of players per team is 12, and the maximum number of players per team is 16. Games are played 8v8. Games are played at Chancellors Run Park Field #1 or #3.
- U15 Girls – This division will have mostly returning players. The maximum number of teams in the division is 6. The minimum number of players per team is 12, and the maximum number of players per team is 16. Games are played 8v8. Games are played at Chancellors Run Park Field #1 or #3.
- U18 – This division will have mostly returning players. The maximum number of teams in the division is 8. When playing 8v8, the minimum number of players per team is 12, and the maximum number of players per team is 16. When playing 11v11, the minimum number of players per team is 14, and the maximum number of players per team is 18. 8v8 games are played at Chancellors Run Park Field #1 or #3; 11v11 games are played on field #2 or #4.