

PORTAGE SOCCER CLUB
MANAGER'S HANDBOOK





PORTAGE SOCCER CLUB MANAGER'S HANDBOOK

Thank you for volunteering to be a Team Manager. As a team manager, you play a vital role for Portage Soccer Club with the team. A good team manager will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates.

The following responsibilities for a manager are discussed within this handbook:

- ⚽ Assisting at a team meeting
- ⚽ Determining uniform numbers and work with uniform vendor
- ⚽ Assisting with gathering and disseminating player registration information
- ⚽ Maintaining team Google calendar
- ⚽ Communicating team information to players and parents
- ⚽ Game Day duties: Referees & Reporting scores
- ⚽ Set up a budget, maintain team funds
- ⚽ Tournaments: applying, preparing forms & booking hotels
- ⚽ Organize club volunteer duties for team
- ⚽ Network with parents to monitor satisfaction and help diffuse dissention.

Coach/Manager Meeting

The first thing you need to do is to arrange to have a meeting with your head coach. This is important because not every coach will have the managers complete the same responsibilities. Some coaches prefer to take on more responsibility while others may want you more involved. Below is a list of responsibilities which will need to be discussed.

- ⚽ Who should the players contact if they cannot make a game or practice?
- ⚽ Who supplies referee with Game Report and for home games the referee payments?
- ⚽ Who reports game scores into WMYSA, GVSA or MSPSP sites?
- ⚽ Who is responsible for filling out and submitting tournament applications and fees?
- ⚽ Who will be responsible for checking teams into tournaments?



Parent/Player Meeting

For those returning managers, you should work with your coach to arrange for a player/parent team meeting. This is typically held at the club wide meeting in June. Some of the topics which might be covered at this meeting include:

- ⚽ Coaching staff background and experience
- ⚽ Coaching and game philosophy
- ⚽ Remind players and parents to review the Code of Conduct found on the website.
- ⚽ Athlete positional expectations, playing time expectations



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- 🏆 What is expected of players at practice, games
- 🏆 What is expected of parents at practice, games, behind the scenes
- 🏆 Practice schedule and location
- 🏆 Game schedule and locations (if available at this time)
- 🏆 What team costs are anticipated (beyond the club fee), supplemental training, tournaments, indoor soccer, winter training, etc.
- 🏆 Methods of communication: e-mail, website, etc.
- 🏆 Introduction of team manager or selection of team manager.
- 🏆 Collect phone numbers and e-mail addresses.
- 🏆 Volunteerism



Uniforms

Uniform companies only produce a uniform style for about three years; subsequently, when the club changes, the board chooses from one which will be available for three years. No matter where we are in the cycle, all players are required to have a full kit.

Jersey Numbers

Managers should work with the coach on determining uniform numbering. Most players have a preference on what numbers they want. Because our uniforms have a three year cycle, PSC allows returning players the first option on retaining their numbers. Preference should therefore go 1st to returning players, then to players who played for PSC on a different team and then to the new players. To avoid arguments, pull the returning players aside one by one during the meeting and ask if they want to retain their number. If they say yes put a list of names together with the numbers already taken. Let the parents and players know you will send out one email to everyone (who isn't returning) asking for three uniform number choices. Since there is such a short window of opportunity for ordering, let them know numbers will be assigned 1st to the players who are returning to PSC, but were not on this team last season and then to the players who are new to the club. These numbers will be distributed on a first come bases via e-mail. This avoids any favoritism issues.

Ordering

BOTN will need a roster list with jersey numbers as soon as possible. There is a roster form on the website: [Roster.pdf](#). Please send a copy to both the BOTN manager: [Pat Tetreault](#) and our registrar: [Dana Pope](#). This is the list used to get the jersey numbers since we don't want players telling BOTN their number. Once this system is updated you can tell the players they can go to our website and they can place their uniform orders by clicking on the Uniform button under Team Information. If they prefer, they can still go into BOTN to place orders.



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Pickup

Once orders begin to arrive at BOTN, they will have orders packaged them by team. They request one person stop in to pick up for the team to distribute to your team.

Player/Contact Cards

Once you have determined the player uniform numbers and received the parents' home and cell phone numbers; we recommend making laminated "cheat" cards. These should contain players' names, numbers on one side and parent names and phone numbers on the other. This gives all of the parents an opportunity to learn each other's names as well as who is who out on the field. Try and do this prior to the first game so parents can familiarize themselves with names.

Club Database for Team Management



GotSoccer is the database which MSYSA requires all teams to register players, coaches and managers. Each player will have an account in order to have signed up for tryouts and accepted a position with our club. The club website has a tab for Tryouts which gives step by step instructions on how to sign up for tryouts as well as any important information about tryouts.

All managers and coaches have their own accounts in GotSoccer to get their Background - Risk Management (Kids Safe) cards. Although only three adults from a team may have pass cards, all coaches and managers must be Risk Management verified. If you are a new manager, you will need to contact the PSC Registrar to help setup your account. Returning coaches and managers will need to verify the risk management has not expired. All coaches and managers must also register each year to be linked as part of a team. The registrar will email out the proper links to do this after coaches and managers have been named shortly after the club registration meetings. The pass card will have the notation Kids Safe – which means you have completed the background check for risk management.

Referees in our league understand this replaces having to carry the old risk management card along with your pass card; however, not every tournament (especially if out of state) is familiar with this new system. Therefore, once your risk management background check is complete, you should print and laminate the small card copy to carry with your pass card.

Likewise, many tournaments are now using GotSoccer for applications and scheduling. If you attend/apply for one of these tournaments, you MUST use the team account already set up in our club database. The registrar has the username and password for every team and can help



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navigate you thru the system. Also, please be sure to use your official team name when signing up for any tournament.

Player Registration

The process to put a team together starts with the club tryouts in June. Players must sign up for tryouts from the link provided in our website. At tryouts, coaches will evaluate attendees. After the coach has decided on who to offer spots to, a list is sent to the registrar to open the Team registration acceptance. The coach may or may not have you help finalize getting all of the proper documentation for computer entry. This may include getting a player to accept the position on the team in GotSoccer, obtaining photos and/or birth certificates.

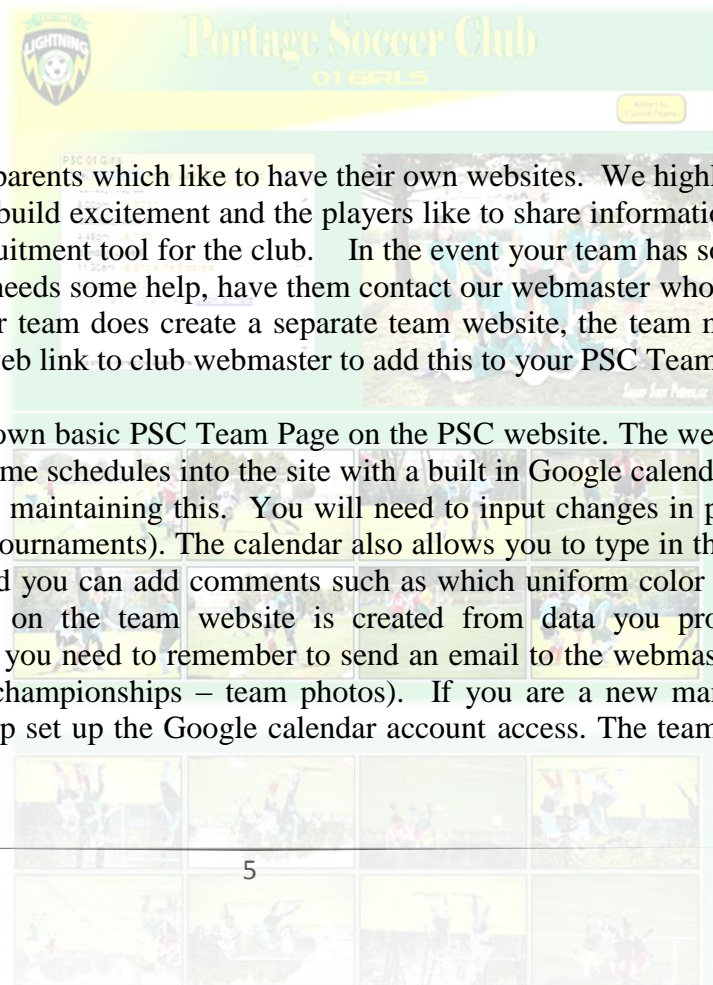
Players will also need to have a notarized Medical Release form to you prior to any practices. This form can be found in a few places. The registration acceptance form may be printed from GotSoccer; the WMYSA Medical Release is available on our managers page and WMYSA.org; the final is the MSYSA Medical Release form which is found on the state website.

The Waiver and Release of Liability form found on the managers page is also required to have all parents sign (or player if 18/older) prior to any practices. This form needs to be turned into the registrar or club president.

Team Website

Some teams have ambitious parents which like to have their own websites. We highly encourage this, because it helps a team build excitement and the players like to share information with their friends. It's also a great recruitment tool for the club. In the event your team has someone who wants to undertake this, but needs some help, have them contact our webmaster who will be glad to assist. If someone on your team does create a separate team website, the team managers are responsible for sending the web link to club webmaster to add this to your PSC Team Page.

Each team already has their own basic PSC Team Page on the PSC website. The webmaster will put the initial practice and game schedules into the site with a built in Google calendar; however, managers are responsible for maintaining this. You will need to input changes in practices and games or additional events (tournaments). The calendar also allows you to type in the address so that it will map the event and you can add comments such as which uniform color to wear, etc. Any additional information on the team website is created from data you provide to the webmaster. During the year you need to remember to send an email to the webmaster with any photo updates (tournament championships – team photos). If you are a new manager please contact the webmaster to help set up the Google calendar account access. The team webpage is





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very important to the club since parents can check this for schedule information on the Google calendar and prospective players can research a team. [See Appendix for Google Calendar.]

Communicating

The two best ways of communicating with the team is text messaging and e-mail. We recommend asking parents to provide cell phone numbers to send a text messages and an email address which most read daily. Text messaging is great for quick reminders or sudden changes in schedules or field assignments. E-mail should be used for longer messages you need to send out when you need to communicate a lot of information such as tournament plans, etc.

Game Day Duties

The duties involved on game day may be done by the coach or manager. Please be sure you cover this during your meeting with the head coach so you don't end up at a game without the proper paperwork or not getting game information entered into the league standings on time.

Referees:



The main responsibilities involving the referees include:

- ⚽ Making payment prior to the start of the game
- ⚽ Providing required administrative paperwork and pass cards prior to game.

Payment:

Prior to the season the PSC treasurer writes a single check to the coach which includes the referee's fees. If the coach decides to have the managers assume this responsibility, they will need to give cash to the manager. The manager will need to make a **cash payment** to the referees prior to each home game. Be sure to have the correct amount for each referee.

<u>Age Bracket</u>	<u>Fees (1 referee)</u>	<u>Fees (3 referees)</u>
U9	\$25.00	n/a
U10	\$25.00	n/a
U11, U12	\$35.00	\$25.00 / \$20.00 / \$20.00
U13, U14	\$45.00	\$35.00 / \$25.00 / \$25.00
U15, U16	\$50.00	\$40.00 / \$30.00 / \$30.00
U17, U18, U19	\$55.00	\$45.00 / \$35.00 / \$35.00



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If one of the assistant referees does not show, the center official does not receive additional compensation. If neither assistant referee shows, the center official should be paid at the rate of the single official listed above. Also, if one of the assistant referees does not show, use a club linesman with the single asst referee calling offside on one end and the center referee calling offside on the end with the club linesman. **DO NOT USE THE TWO-MAN SYSTEM TO REFEREE WMYSA GAMES!**

Prior to the game:

- 🏆 Prepare a Game Report form. These can be found on the managers page and are form-fillable. You can save it to your own computer to update for every game.
- 🏆 Make sure you have pass cards.
- 🏆 Make sure you have envelope and funds for referees if a home game.

At the game:

- 🏆 Provide the referee with the Game Report form. **Cross out the names of any players and coaches who are not present!** This is especially important in U17 and older age groups, as teams may register up to 22 players, but only 18 may dress for a game. It is also to ensure that suspended players and coaches are not participating. If a name is not crossed out, the league will assume the player/coach participated in the game.
- 🏆 You must have a WMYSA pass card for all players and coaches for the official team check-in. They must be listed on the game report. If a player is missing their pass card for some reason, the player may sign the back of the Game Report sheet to play in the league match. Guest players are not allowed during league games. **Under no circumstance may a player play for your team if he/she is not registered on your team through WMYSA. Using an ineligible player is a serious offense and any coach who does so will be subject to suspension and further disciplinary action.**
- 🏆 The home team must provide a stamped WMYSA addressed envelope to the referee. The envelopes are included in the team packet provided by WMYSA.
- 🏆 Pay referees funds according to breakdown previously listed.
- 🏆 After the game, check the Game Report form to make sure the goals scored are correct as well as the final score and any cards issued BEFORE signing. (Usually the coach will do this step.) Since the Game Report sheet is the only official documentation for the game, any suspensions for Red or Yellow cards as well as the official score are based on this! Coaches are not to make any comments on this report. It is for the Referees only.
- 🏆 The referee is responsible to mail the game reports into WMYSA. He may add sportsmanship scores or comments after leaving the field.
- 🏆 The coach is responsible for making sure players serve any suspensions.










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Reporting Scores:

WMSYA: The winning team (home team in the event of a tie) should report scores into the website. You will need to go to the appropriate age division, find the correct game and click on the Report Score in the action column. It will request your name, email address and a password to enter the scores (and comments).

GVSA: If you are playing in the Elite Division, you also need to go into the GVSA website and enter the scores if you are the winning team or home team in the event of a tie.

MSPSP: All premier teams must use getsoccer to enter scores:

-  Go to <http://home.gotsoccer.com/?>
-  Click on the Scoring link:
[https://gotsport.com/\(S\(klxfbuzttznvudmfdlfitk45\)\)/m/scoring/Default.aspx?](https://gotsport.com/(S(klxfbuzttznvudmfdlfitk45))/m/scoring/Default.aspx?)
-  Enter your event id and pin from your game card.
-  Click **Go**
-  Enter your game number and press **Go**
-  Next click on the **H**ome or **A**way team box
-  Enter the score and press **Save**

Volunteerism

If you have looked around you will see that PSC is one of the least expensive clubs in the area. The reason our club fees are so low is because we pride ourselves on our club volunteerism. Our club is a nonprofit organization with a board and coaching staff which is made up of 100% volunteers. Despite the nominal fees we charge, we have been able to maintain the professional appearance of our property through the cost savings of having a volunteer staff and income from our concession stand sales and annual tournament.

Teams are required to work in the concession stand once or twice each season. When staffing the concession stand you will need to provide four volunteers. As part of the concessions responsibility, teams will be required to empty trash receptacles, restock restrooms and pick up litter at the end of the day. Since the families only tend to do this once per year, we recommend the managers who have teams playing Fall and Spring seasons ask their families if they have a preference which season they would prefer to volunteer in.

Our club utilizes over 250 volunteers to help make the tournament an annual success. During the annual tournament each family is expected to volunteer up to 4 hours of their time per child. This includes our high school girls' teams which only play in the Fall. Our volunteer coordinator will work with those families having multiple children in the club. Every attempt is made to schedule the volunteer shifts around the volunteer's children's game schedule. Team Managers will be asked to fill out the Volunteer Information Form for your team. This is where each



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player's family will indicate such things as if they prefer to complete their volunteer hours in one shift, splitting the shift in half and if they have other children playing in the tournament (PSC or other clubs). Team Managers will then need to get this information back to the Tournament Volunteer Coordinator who will then finalize the volunteer schedule and send the finalized team information back to the team manager to distribute.

Tournaments

The coach will work with the parents and manager when making tournament decisions. The only required tournament is The Portage Classic Tournament which our club hosts the second weekend in June.

Selection:

There are numerous websites which can help when considering which tournament to attend. The Michigan State Youth Soccer Association ([MSYSA](#)) tries to maintain a list of local tournaments on their website. Another site which advertises tournaments and can be sorted by states is [GotSoccer](#). In most cases the coaching staff will already have a good idea on which will provide your team with suitable competition. If the coach and manager are new to the club they should check with some of the older teams to see what they recommend.

Application Process:

Most tournaments will have a website which will provide general information, an application form, and contact information if you have further questions. It is important to pay close attention to the application deadline. Also, it is important to understand not all teams will be accepted for every tournament. Typically when applying for the tournament the manager or coach will need to pay for the tournament upfront when submitting the tournament application. You need to make sure you use our proper team name. Each family should then pay their fees directly to that person for reimbursement.

Travel Permit:

If you attend a tournament out of state, you will need a Permission to Travel form through your *team* GotSoccer account. [MSYSA](#) has instructions on this process.

Guest Player Permit:

Occasionally a team may ask an additional player or two to attend a tournament with them. You must obtain a Guest Player Permit thru [MSYSA](#) for anyone not on the official



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team roster. Most tournaments only allow a small number of guest players on a team, be sure you don't try to take more than allowed.

Hotels/Motels:

Making reservations and booking rooms is typically the Team Managers responsibility. Successful managers understand team building is an important component to a team's success. This is because it involves the establishment and development of greater trust and cooperation between both the families and members of the team. To help foster this team atmosphere we highly recommend players from the same team try and stay at the same hotel. This will give both players and families a chance to get to know one another better.

When selecting a hotel consider the following factors. Look for hotels that are less than 20 miles from the playing fields. Select hotels which offer such accommodations as indoor swimming pools, continental breakfast and a lobby area big enough for parents to mix and mingle with one another. Finally try and select a hotel that is affordable for everyone. The PSC website provides many resources for finding hotel/motel accommodations. This can be accessed under the Managers Page.

Some tournaments may require you handle all hotel reservations through them, and will penalize or disqualify you from the tournament should you not abide by this. Please explain this to your families. Others may provide a list of local hotels, and leave it to you to handle arrangements.

The trick is to start the search as early as possible for the best options. Pay attention to cancellation policies and deadlines. Pay attention to other restrictions (e.g. two night minimum stay). Make sure this information is provided to all families. When booking a room block for your team, ask if you can put the entire block under one credit card, then ask for a cut-off date, so any rooms in the block that go un-booked will be released.



Budget:

It will be important to set up a team budget as early as possible at the beginning of the season for any anticipated team costs. For the most part, the only team costs will be for tournaments you attend. Some teams may choose to do scrimmages instead. These may have some costs associated and should follow the format of the Reimbursement of Tournament Related Coaching Expenses. All funds should be collected and disbursed by the team manager. The funds should be collected at the beginning of the season. Due to changes in recent banking fees, most managers have decided to deposit the team funds into their personal accounts rather than opening a team account. Be sure to let parents know what account is going to be used and who checks will need to be made out to. ***Please note the reimbursement policy applies to the head coach only and does not have a child playing on the team.***



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- ⚡ Mileage: mileage will be reimbursed at a rate of \$.35/mile as calculated by Google Maps from the Portage Soccer Complex to the team hotel for the tournament location. If you don't stay in a hotel, then the mileage would be for one trip made each day of the tournament from the Portage Soccer Complex to the field.
- ⚡ Meals: meals will be reimbursed at a rate of \$35.00/full day. A typical Friday – Sunday tournament reimbursement would total \$70.00.
- ⚡ Hotels: Team manager should always request a complimentary room for the coach when making reservations. Coaches are expected to stay at the same hotel as the team. If a complimentary room is not available hotel reimbursement will be the actual cost incurred. (If a complimentary room is available, please use it for your head coach even if they are a parent of a member on the team.)
- ⚡ Expenses Split between teams: If a head coach is coaching more than one team attending a tournament, the affected teams should divide the cost of coaching equally.
- ⚡ The team manager shall be responsible for disbursing anticipated expenses from collected funds to the head coach no less than one week prior to the start date of the tournament.
- ⚡ All team members shall be responsible for paying an equal share of all tournament fees regardless of actual participation in a particular tournament. Exceptions will only be made under extenuating circumstances and only at the discretion of the head coach and team manager. For example: families who have **prior commitments** for the same date as a tournament. It would be best to check with all families prior to setting your budgets asking if they have any prior commitments for the dates of the tournaments. That way you aren't resetting the budget because you find out players won't be there.
- ⚡ The team manager will develop a budget based on anticipated tournament participation costs and present this budget two – three weeks prior to the start of the season (league games or first tournament whichever is first). The team manager should collect funds at this time. At the conclusion of the season, the team manager will reimburse or collect funds based on actual expenses incurred. Many times if there is a small refund to return, the team will elect to use it towards a gift for the coach or towards an end of the year team party. (See example budget in Appendix.)
- ⚡ Dual Rostered players: Due to league schedules and MSYSA sanctioned tournaments not allowing a player to play on two teams in any single tournament,



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you may want wait until league schedules are out and discuss any dual roster players' participation with the coach prior to adding them to your count for budget cost sharing. The team manager should to wait until the dual rostered player has committed to the tournament to collect tournament fees from this player.

Indoor/Winter Training

Indoor games and winter training are not mandatory, but it is recommended. Each team typically signs up for one or two indoor sessions at SoccerZone or Kingdom Indoor Center during the winter. The cost for this typically ranges from \$35 to \$65 per session. During the course of the winter, practice time may also be offered or arranged by coaches.

Contacts

If you have further questions, please feel free to contact any of the following:

Manager Liaison Mark Duncan:	269.329.7455	mark.j.duncan@charter.net
Manager Liaison Tom Mellinger:	269.978.3346	redwing19@gmail.com
VP of Coaches Wayne Harpenau	269.372.2150	Wayne.Harpenau@sonydadc.com
VP of Uniforms Bryan Knoll:	269.352.1875	BryanKnoll@gmail.com
PSC Registrar Dana Pope:	269.743.7177	pscregistrar@att.net
Webmaster Ken Pope	269.743.7177	mipopes@att.net



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Appendix

Abbreviations & Definitions

As a manager, parents and players will look to you to have the soccer knowledge. Here are some common abbreviations with brief descriptions as well as a link when available of terms, levels and basic soccer contacts.

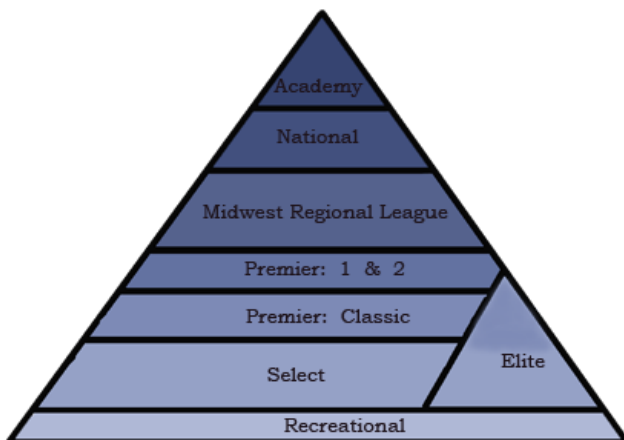
- Academy There are two different levels when people talk about Academy. The local academy is a program for 7 & 8 year olds with emphasis on learning foot skills. The other is the boy's national, top level league which includes only two clubs in Michigan: Wolves and Vardar.
- AYSO American Youth Soccer Organization is for recreational level soccer. The local group is [AYSO Region 74](#).
- BOTN [Back of the Net](#) (store inside Soccer-Zone, Sprinkle Road) is who we order our uniforms through.
- CASL [Capital Area Soccer League](#) is the league for Lansing area clubs and participates in the Elite program with GVSA & WMYSA.
- ECNL [Elite Clubs Nation League](#) is the top national league for girls. Only two clubs in Michigan currently participate: Michigan Hawks and Vardar.
- FIFA [Fédération Internationale de Football Association](#) is the national organization overseeing the official rules and laws of soccer.
- GVSA [Grand Valley Soccer Association](#) is the league which includes the Grand Rapids area and north. They facilitate the Elite program put together for U12 and older.
- MRL [Midwest Regional League](#) is the league for top teams to play within Region II.
- MSPSP [Michigan State Premier Soccer Program](#) is the league set up for top teams to play within the state of Michigan.
- MSYSA [Michigan State Youth Soccer Association](#) is the state organization which regulates our league/club.
- ODP Olympic Development Program is a national program to identify and develop youth players to represent their State, Region, and country in soccer competitions. More information can be found on the MSYSA site.



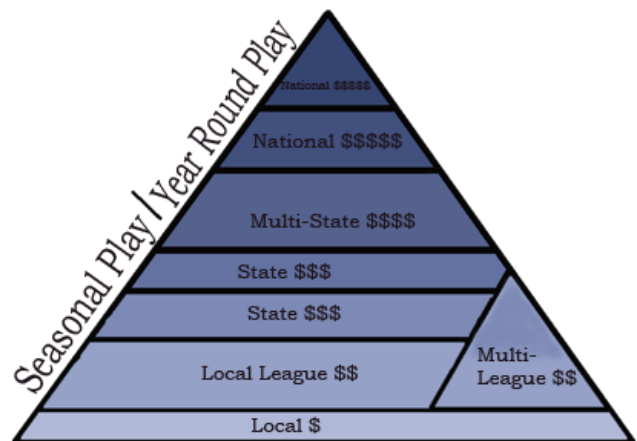
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- PSC [Portage Soccer Club](#) is our local club.
- Region II [Region II](#) is one of the four regions US Youth Soccer has divided the states into.
- Super Y [United Soccer League](#) is a summer U12 – U18 program. Limited numbers of clubs are allowed to participate each year under the US Club Soccer Association.
- USSF [United States Soccer Federation](#) is the governing body for the United States in soccer.
- USYSA [US Youth Soccer](#) is the largest youth sports organization regulating states in soccer.
- WMYSA [West Michigan Youth Soccer Association](#) is the league which regulates our club organization as well as 16 other clubs within our boundaries.

Levels



Investment



Google Calendar

The webmaster has already set up a team calendar in Google for every team. Once you have agreed to volunteer as the manager, please email [Webmaster Ken Pope](#) with your name and email address for him to give you access to the account. The webmaster uploads the team



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practice and original game schedule. You will need to update any changes and may want to add more details.

Here's how to enter an event into the Google calendar. Once logged into your account and are on the calendar page, simply left click "twice" with the mouse on the date you want to create an entry for. This will open up to the view below. Enter the event title in the "**click to add title box**". This is what will show on the website. The dates are shown in two boxes. This allows you to enter an event which will last more than one day such as tournaments. By de-selecting the "**All day**" option you will be able to enter specific time frames for the event.

If you enter an address into the "**Where**" location, viewers will be able to access Goggle maps directly. If you have more than one calendar, be sure the correct calendar is listed in the "**Calendar**" space. The description can be used for such things as what uniform color to use, etc. Once you click on the save feature the event is automatically populated to the web calendar.

A screenshot of the Google Calendar event creation page. The browser window shows "Google Calendar" and "Yahoo!" tabs. A yellow banner at the top contains a message about a new design and features. The main form includes a title field with the placeholder "Click to add a title", date fields for "9/6/2011" to "9/6/2011", and a "Time zone" dropdown. There are checkboxes for "All day" (checked) and "Repeat...". Below are tabs for "Event details" and "Find a time". The "Where" field is empty, and the "Calendar" dropdown is set to "Pope Family". The "Description" field is empty. On the right, the "Add guests" section has a text input for "Enter email addresses" and an "Add" button. The "Reminders" section has two rows: "Email" and "Pop-up", both set to "10 minutes". The "Guests can" section has three checkboxes: "modify event" (unchecked), "invite others" (checked), and "see guest list" (checked). At the bottom, there are radio buttons for "Show me as" (Available selected, Busy unselected) and "Privacy" (Default selected, Public unselected, Private unselected). A link "Learn more about private vs public events" is below. At the very bottom, there are links for "Back to calendar", "Save", and "Discard".



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Sample Budget:

Both of the following budgets were done in Excel using two sheets: one for the overall budget and the second for the individual players.

TEAM:	Boys 99 Green						
Fall 2012 Budget	Non-Parent Coach						
Item	Anticipated	Players	Fee	Actual	Players	Cost	
Capital Area Classic							
Application fee	\$425.00	15	\$28.33	\$425.00	15	\$28.33	
Milage - 160 miles	\$56.00	15	\$3.73	\$56.00	15	\$3.73	
Hotel	\$125.00	15	\$8.33	\$137.50	15	\$9.17	
Meals	\$70.00	15	\$4.67	\$70.00	15	\$4.67	
Total	\$676.00		\$45.07	\$688.50		\$45.90	
Saginaw Soccer Classic*							
Application fee	\$400.00	13	\$30.77	\$400.00	13	\$30.77	
Postage to mail packet	\$12.75	13	\$0.98	\$12.75	13	\$0.98	
Milage - 338 miles	\$118.30	13	\$9.10	\$118.30	13	\$9.10	
Hotel	\$125.00	13	\$9.62	\$118.24	13	\$9.10	
Meals	\$70.00	13	\$5.38	\$70.00	13	\$5.38	
Total	\$726.05		\$55.85	\$719.29		\$55.33	
* 2 duals can't attend							
Indoor							
Session I	695	12	\$57.92	695	12	\$57.92	

Player	CAC	SSC	Session I	Paid	Refund
one	45.07	55.85	57.92	158.84	0.52
two	45.07	55.85	57.92	158.84	0.52
three	45.07	55.85	57.92	158.84	0.52
four	45.07	N/A	57.92	102.99	0
five	45.07	55.85	57.92	158.84	0.52
six	45.07	55.85	57.92	158.84	0.52
seven	45.07	55.85		100.92	0.52
eight	45.07	55.85		100.92	0.52
nine	45.07	55.85	57.92	158.84	0.52
ten	45.07	55.85	57.92	158.84	0.52
eleven	45.07	55.85		100.92	0.52
twelve	45.07	55.85	57.92	158.84	0.52
thirteen	45.07	N/A	57.92	102.99	0
fourteen	45.07	55.85	57.92	158.84	0.52
fifteen	45.07	55.85		100.92	0.52
	676.05	726.05	637.12	2039.22	6.76



PORTAGE SOCCER CLUB MANAGER'S HANDBOOK

TEAM:	Boys 99 Green						
Fall 2012 Budget	Parent Coach						
Item	Anticipated	Players	Fee		Actual	Players	Cost
Capital Area Classic							
Application fee	\$425.00	15	\$28.33		\$425.00	15	\$28.33
Total	\$425.00		\$28.33		\$425.00		\$28.33
Saginaw Soccer Classic							
Application fee	\$400.00	13	\$30.77		\$400.00	13	\$30.77
Postage to mail packet	\$12.75	13	\$0.98		\$12.75	13	\$0.98
Total	\$412.75		\$31.75		\$412.75		\$31.75
* 2 duals can't attend							
Indoor							
Session I	695	12	\$57.92		695	12	\$57.92



Player	CAC	SSC	Session I	Paid	Refund
one	28.33	31.92	57.92	118.17	0.17
two	28.33	31.92	57.92	118.17	0.17
three	28.33	31.92	57.92	118.17	0.17
four	28.33	N/A	57.92	86.25	
five	28.33	31.92	57.92	118.17	0.17
six	28.33	31.92	57.92	118.17	0.17
seven	28.33	31.92		60.25	0.17
eight	28.33	31.92		60.25	0.17
nine	28.33	31.92	57.92	118.17	0.17
ten	28.33	31.92	57.92	118.17	0.17
eleven	28.33	31.92		60.25	0.17
twelve	28.33	31.92	57.92	118.17	0.17
thirteen	28.33	N/A	57.92	86.25	
fourteen	28.33	31.92	57.92	118.17	0.17
fifteen	28.33	31.92		60.25	0.17
	424.95	414.96	637.12	1,477.03	2.21