



**2025-2026**  
**Team Manager Handbook**

# Team Manager/Treasurer Handbook

## Introduction

THANK YOU for accepting the position of Team Manager and/or Team Treasurer for your player's team. These volunteer roles are very important to the overall efficiency and organization of your team. Please know that the information and processes you will manage in this capacity will have a positive impact on team experiences of other member families. With a little organization and timely actions on your part, the role can be managed easily and without impinging on your already busy life.

This manual is a blueprint for managing the responsibilities of a Team Manager and/or Team Treasurer. As such, it is intended to provide you the framework to properly perform your function in this position and allows for some flexibility and specific decisions to be made by you and the head coach of the team.

If at any time you have questions or concerns about your decisions serving this role, feel free to contact the Sporting Nebraska FC office at 402.896.4420 or [Reneew@sportingnebraskafc.com](mailto:Reneew@sportingnebraskafc.com).

## Getting Started

It is recommended that a 3-ring binder with tabbed dividers be used to maintain all materials in one place. This will help you stay organized as well as allow you to have the necessary material on hand if needed. Suggestions for the various sections to be included in the binder are:

- Resource Numbers
- Rosters
- Schedules
- Game schedule
- Medical Releases
- Tournaments (Individual tabs for each tournament)
- Tournament Info
- Hotel Info
- Finances – See "Team Treasurer Guidelines"

Upon assuming the Team Manager's role, it is recommended that you schedule a meeting between you and the staff coach(es) as soon as possible. Every coach is different as to what responsibilities he/she feels you should handle and what responsibilities that the coach wants to manage on their own. Some areas to cover include the following:

## Meeting checklist / responsibilities

Coach	Manager	Disseminate information (game schedules, event updates) during the season
Coach	Manager	Verify practice location(s) and time(s)- these are assigned by the club
Coach	Manager	Provide roster for games
Coach	Manager	Keep player passes / bring to all games
Coach	Manager	Register team for tournaments & winter leagues
Coach	Manager	Check-in responsibilities at tournaments
Coach	Manager	Communication with League
Coach	Manager	Communication with Club Registrar
Coach	Manager	Regular communication with families of the team
Coach	Manager	Provide seasonal budget updates to families on your team

## Information About NSSA and Club Registration

### Player Registration - US Youth

To play soccer in the state of Nebraska, every Sporting Nebraska FC player must be registered with both Sporting Nebraska FC and with the Nebraska State Soccer Association (NSSA) under the national organization of US Youth. All Sporting Nebraska FC players that participate in our Competitive and Academy programs are Primary players of Sporting Nebraska FC. For players to be registered with both organizations, the following procedures must be followed:

- The Player/Parent will complete a registration form and pay an initial deposit on signing day. Signing dates are set by the NSSA and may vary by age group. Registration details will be provided as part of team formation communication.
- Payment plans must be established online and involve ACH transactions from either credit or debit card accounts.

The Sporting Nebraska FC Club registrar will register Sporting Nebraska FC players with NSSA.

The Sporting Nebraska FC registrar will also prepare an official team roster which will be provided to you early August. Always keep one copy in your team binder and make as many copies as necessary for tournament check-ins. If a player on the team is new to Sporting Nebraska FC, a photocopy of the player's birth certificate must be provided to the Sporting Nebraska FC office before their registration can be completed. Copies of birth certificates may be uploaded to Playmetrics, emailed to the club at [info@sportingnebraskafc.com](mailto:info@sportingnebraskafc.com), or faxed to the office at 402.896.1430. This number is a dedicated, secure fax line.

Any items mailed to the registrar should be mailed to:

- Sporting Nebraska FC - 14706 Giles Road Omaha, NE 68138

## **Player Registration - US Club**

Each U11-U18 Sporting Nebraska FC player will be registered with US Club in addition to NSSA and US Youth.

In order for players to be registered with US Club, the following procedures must be followed:

- The Sporting Nebraska FC registrar will register Sporting Nebraska FC players with US Club.
- The Sporting Nebraska FC registrar will also prepare an official team roster which will be provided to you in early August and must be retained in your records. You should make several copies of your team roster and have those copies available for tournament registration or other purposes.
- If a player on the team is new to Sporting Nebraska FC, a photocopy of the player's birth certificate must be provided to the Sporting Nebraska FC soccer office before their registration can be completed. Copies of birth certificates may be uploaded to Playmetrics or emailed to the respective US Club coordinators:
  - ECNL (Boys): Nathan May ( may.nathan@westside66.net )
  - GA (Girls): Dani Pappas (danip@sportingnebraskafc.com)
- A photo and US Club medical release form also must be uploaded by the registrar to the US Club site.
- Any items mailed to the registrar should be mailed to: Sporting Nebraska FC c/o Keri Leece - 14706 Giles Rd Omaha, NE 68138

## **Sporting Nebraska FC Secondary Player Policy: In-Club**

Contact DOC to request a secondary player. Once possible player(s) have been identified, the DOC will then discuss the secondary playing opportunity with the player/family. AT NO TIME WILL THE REQUESTING COACH CONTACT DIRECTLY OR INDIRECTLY THE PLAYER AND/OR FAMILY MEMBER PRIOR TO THE DIRECTOR OF COACHING AND TEAM COACH! After the completion of the above and acceptance of player AND parent, the requesting coach may begin to finalize the opportunity with the player/parent AND his/her respective team coach. Upon acceptance and payment of fee (\$50.00), the secondary pass will be issued.

Out-of-Club (Sporting Nebraska FC players secondary to another organization)

Sporting Nebraska FC players may ONLY secondary to a CYSL team, U12 or below. Players must contact their primary coach with the initial request who will then contact the DOC. The DOC will have the final approval. Players U13 or older will be handled on a case by case basis.

## **Out of Club (players secondary to Sporting Nebraska FC)**

Sporting Nebraska FC accepts players from other clubs with the permission from the player's respective team coach and/or DOC.

Appropriate registration and secondary form must be completed and submitted with the correct fee (\$50.00) for Academy/Competitive. Recreational is full registration fee; however it may vary depending on level of participation. A pass will then be provided.

## **Coaches and Player Passes**

In order to coach or play on a particular team, each coach and player must have a pass. These passes are provided to you by the Sporting Nebraska FC Registrar, but you should do the following:

- Photos are able to be uploaded to print on the player pass; if a photo is not included a 2x2 photo will need to be placed on the front of the pass.
- The US Youth pass must then be laminated (this can be done at most copy shops).
- Then punch a hole in the left-hand corner of the front of the passes, alphabetize and place on a large metal key ring.

These US Youth passes must be available for review before every game by the game officials. Either you or the coach can be responsible for having the passes at the games. Players that do not have a player pass at game time may NOT be allowed to play.

Depending on the league/ tournament organizer, a printed gameday roster or digital passes may be accepted and preferred in lieu of paper passes. It's best to have both available. Check guidelines before competition.

## **Registration with Heartland, NYSL**

The coach and DOC will determine league placement for each team. The team manager or coach will be responsible for registering the team with the appropriate league.

### **Checklist for League Play**

When the schedule is released, send a copy via email to players and coach(s).

Keep track of the wins/losses for your team since this information is generally requested when you register for tournaments (See Tournaments section below).

Remember to bring the following items to each league game:

- Player passes
- Team roster
- Medical releases need to be on hand, they do not need to be notarized
- Net and Flags (they will need to be picked up from the club registrar)

## Initial Team Meeting

Schedule a meeting for the team, parents and coach(s) after team selection. Instruct parents to bring the following forms, information and items (See Parent Checklist). All these forms should be retained by the Team Manager, maintained in alphabetical order, kept in the binder, and brought to all games and tournaments.:

- Nebraska State Medical Release (updated yearly):  
[http://www.nebraskastatesoccer.org/NewSite/\\_FormEForm.asp](http://www.nebraskastatesoccer.org/NewSite/_FormEForm.asp)
- Player Oath – signed by the player and kept on file.
- Alliance for All & Parenting with Character
- [Player Oath and Parent Agreement](#) – signed by the parent(s) and kept on file. There is also an agreement included in the registration.
- Birth Certificate - The Team Manager should retain a copy of each birth certificate in their file for tournament use. Care should be taken to make sure that any personal information on the player's birth certificate is kept confidential.
- Information for team spreadsheet and hotel rooming list: (See spreadsheets)
- Home address
- Home telephone number
- Work telephone number(s)
- Cell telephone number(s)
- E-mail address(es) (*\*All Sporting Nebraska FC group email addresses are to be used for club related information ONLY. These are not to be shared or outsourced.*)
- Hotel room preference (i.e.; non-smoking, 2 double)
- Credit card number for hotel reservations including expiration date – great care should be taken to keep this information confidential. If a parent is unwilling to provide this information, they are free to decline.

It is recommended that the requests for information, and needed forms, be sent to team members as attachments prior to meeting. At the meeting, have each family check the roster and hotel spreadsheets for accuracy (again, making sure that any credit card information is not available for general review). Inform parents the form of communication that will be used for your specific team; i.e. email/team snap/text.

Ask for an "Equipment Volunteer" – this individual will keep the team flags and net and be responsible for making sure they are up at least 30 minutes prior to game time.

## Uniforms

All uniforms and training gear is part of Sporting Nebraska FC brand and must be purchased through the Club's contracted vendors. Uniforms for the Recreational and Academy (U8-U10) are purchased at Soccer Internationale. U11-U18 Academy & Competitive uniforms are ordered through Soccer.com.

Please place your order immediately to guarantee that they are in by the beginning of the season. Due to manufacturer material and supply variables out of our control, uniform styles will change every two years. The club will provide an Open House to all members in both transition and new uniform style years to size uniforms. Payment for uniforms, warm-up suits and training jerseys are not included in club registration fees. Training kits can be purchased at Soccer Internationale - 2541 S 132nd St, Omaha, NE 68144.

## **PlayMetrics**

All Competitive teams will have their own free PlayMetrics Account. Team Managers will need to send invites to all of the players listed on the roster for the season.

## **Tournaments**

Sporting Nebraska FC teams can register for US Youth tournaments. The following will help you as your team registers and plays in tournaments. A list of sanctioned Nebraska tournaments can be found on the NSSA website: <http://www.nebraskastatesoccer.org/default.aspx>.

### **General Considerations**

Primary considerations are the date(s) of the tournament, the cost, and the registration deadline.

- Register for tournaments as soon as a decision has been made to compete. Most registration material is on the tournament website.
- During the registration process (usually online), read material carefully and thoroughly. Submit material as requested; do not submit additional material.
- Keep a copy in file and/or hard copy.

### US Youth Registration

Complete the Notification of Travel Form for any out-of-state sanctioned tournament: This form can be found on the NSSA website under the Forms section or at this link:

<http://www.nebraskastatesoccer.org/events/tournaments/>

- Keep original "Notification to Travel Form" to take to the tournament.
- Indoor tournaments are not sanctioned; therefore, Travel Forms are not required (4-v-4 tournaments are not sanctioned events and therefore do not require a Travel Form).
- NYSL league games with teams from Iowa do not require permission to travel. Heartland league requires 1 permission to travel form with all game dates listed on that 1 form.

### US Youth Medical Releases

Some out-of-state tournaments require their own Medical Releases. Although very few tournaments require that the medical releases be notarized, some do. Check the tournament website to be certain. Regional Tournament requires notarization of these forms. Have all families fill out the Medical Release in its entirety.

Keep in alphabetical order for ease of access at the tournament check-in.

#### Tournament Check-in

Be cognizant of time and place for team check-in. See tournament website.

Have the following available and alphabetized where applicable:

- Player Passes
- Official State Roster or Tournament roster (check the tournament website to determine which roster you need)
- Guest Player Form(s); if applicable
- Medical Releases
- Nebraska Notification of Travel Form; if applicable

#### **Guest Playing Policy**

Guest playing opportunities are a great way for players to experience different levels of play, age groups and social interaction.

#### **Coaches—Communication Flow**

##### **Competitive Tournament/Showcase within Sporting Nebraska FC**

If a coach needs a guest player, the following must occur in sequence:

1. Primary Coach should contact DOC to request your general need a month prior to the event.
2. The DOC will then suggest several possibilities and contact that specific team coach. Do not reach out directly to another coach about possible players. The DOC will handle the initial communication request.
3. Once possible player (s) have been identified, the DOC will then discuss the guest playing opportunity with the player/family. AT NO TIME WILL THE REQUESTING COACH CONTACT DIRECTLY OR INDIRECTLY THE PLAYER AND/OR FAMILY MEMBER PRIOR TO THE DIRECTOR OF COACHING AND TEAM COACH!
4. After the completion of the above and acceptance of player AND parent, the requesting coach may begin to finalize the opportunity with the player/parent AND his/her respective team coach

The Club does not allow for Sporting Nebraska FC players to guest play in any event (USYS, US Club or any other sanctioned or unsanctioned events/leagues/friendlies) with any other club. Exceptions may be made for those players playing in a college showcase event. NOTE— Any guest playing opportunities outside of the Sporting Nebraska FC organization must be approved by the Executive Director.

##### **Competitive Tournament/Showcase outside Sporting Nebraska FC policy**

Sporting Nebraska FC will permit guest player (s) from outside the Club to participate with Sporting Nebraska FC teams ONLY IF all internal avenues have been exhausted in a timely manner. Final permission will be granted by the Executive Director.

##### **Sporting Nebraska FC Secondary Player Policy In club**

1. Contact DOC to request a secondary player.



2. Once possible player (s) have been identified, the DOC will then discuss the secondary playing opportunity with the player/family. AT NO TIME WILL THE REQUESTING COACH CONTACT DIRECTLY OR INDIRECTLY THE PLAYER AND/OR FAMILY MEMBER PRIOR TO THE DIRECTOR OF COACHING AND TEAM COACH!
3. After the completion of the above and acceptance of player AND parent, the requesting coach may begin to finalize the opportunity with the player/parent AND his/her respective team coach.
4. Upon acceptance and payment of fee (\$35.00), the secondary pass will be issued.

#### **Out-of-Club (Sporting Nebraska FC players secondary to another organization)**

1. Secondary requests for school/church teams must be submitted directly to the appropriate Sporting Nebraska FC DOC. If secondary requests are made directly to a SNFC coach and family, the request may be denied and the corresponding recruiting violation will be reported.

#### **Out of Club (players secondary to Sporting Nebraska FC)**

1. Sporting Nebraska FC accepts players from other clubs with the permission from the player's respective team coach and/or Director of Coaching.
2. Appropriate registration and secondary form must be completed and submitted with the correct fee (\$50.00) for Academy/Competitive. Recreational is full registration fee; however, it may vary depending on level of participation. A pass will then be provided.

#### Roster Movement Policy

#### **Competitive**

All player movement will be directed and finalized by the Directors of Coaching and/or Executive Director.

#### **Recreational**

1. Parent request in accordance with registration policies. Requests made before the priority deadline will be honored to the best of our ability. Registrations received after the deadline will be evaluated and placed where there are roster openings.

#### **Academy & Competitive**

1. Academy Director, Coach and/or Director of Coaching will determine changes during the year.
2. Please remember registration is binding to the club and not the team.
3. Financial Transitions:
  - a. All registered players are financially responsible for ALL associated Club and team costs initiating with USYS and/or US Club registration through June 30 the following calendar year. Refunds (full or partial) for long term injuries (season ending) will be handled on a case by case basis.
  - b. If a Sporting Nebraska FC player is added as a guest player for a tournament and event within the Club, the player will be responsible for the player's portion of the

tournament fee, coach's travel and possible additional field costs for preparation training in addition to their respective personal travel costs. Additional team monies generated by the addition will be re-applied to future team costs.

- c. If a Sporting Nebraska FC player is transferred to a new Sporting Nebraska FC team within the soccer year, all surplus money paid into the former team's account will move with the player to the new team and applied to the new team's costs.
4. Communication and player evaluations are critical before and during player movement. Be diligent to fellow coaches, the player and family directly involved during the player's transition to a new team.

## **Hotel Reservations**

Compile rooming list including credit card numbers (See Parent Hotel Information Sheet). Also include the following: number of rooms for each family, room preference, and confirmation numbers.

Generate a list of all relevant information for the hotel (and restaurants and entertainment if done as a team) including contact information, telephone numbers and fax numbers (See Hotel and Dining Information Sheet).

For security reasons rooming lists should be faxed not sent via email.

Tournaments will specifically state when it is mandatory to use an affiliated company to obtain hotel rooms. Check the tournament website.

Try to reserve a hotel as close to the fields as possible.

Contact hotel "Group Sales" and negotiate rates when possible.

Discuss whether to secure a meeting room for team activities / rest between games / meals during the tournament. There may be a cost to rent a room for a day. Some teams rent rooms and cater-in food to keep tournament prices down.

Keep records of all conversations with the hotel. Ask the hotel about the cancellation policy. Many hotels will offer one comped room for in exchange for the entire teams booking which should be offered to the head coach to reduce shared team costs (see Coach reimbursement policy below)

Best option in reserving rooms for your families which place the reservation and payment responsibility on the family:

- Reserve a block of rooms and have each family call or go through a link to reserve one of the block rooms.
- Make sure the parents know what name the block of rooms is under. For online reservations, a code or password may be given.
- Make sure the parents know the final date that they can reserve before they lose their room.
- Be aware that if parents don't follow your instruction and reserve their room within the timeframe provided, they could be left scrambling for a room as many hotels do fill up. Sent frequent reminders to player families.

Request that confirmation be sent on all reservations. Many hotels will send confirmations to one email address, so you can verify accuracy. After verifying accuracy of reservations, send individual confirmations to families as an attachment. Keep a copy of each confirmation on file for future reference. Inevitably, one or two families will contact you the week of the tournament for hotel information. You can then resend their confirmation information as an attachment.

## Finances

A Team Treasurer is necessary and **MUST** be different from the team manager. The Treasurer will work with the coach to determine the approximate cost for the season. Treasurer should provide seasonal updates to team families showing:

- Team account beginning balance
- Team expenses
- Individual player fundraising results (when applicable)
- Individual player account balances
- Net team account balances

## Charitable Contributions and Team Fundraising

Teams may do fundraising to help cover team costs and tournament expenses. The club offers fundraising opportunities to its teams at the beginning of the season. Insurance coverage provided by the Nebraska State Soccer Association or coverage that may be in effect through Sporting Nebraska FC WILL NOT cover team fundraising activities. Fundraising activities other than the club-approved fundraiser, **MUST** be approved by the club office. Other than optional practice jersey advertising, teams may NOT offer advertising to companies as part of their fundraising efforts.

Contributions may be made directly to a team from an individual or business. **Contributions to a team directly do not qualify as a tax-deductible contribution since the team is not a 501 ( C )(3) non-profit organization.** We encourage (as will the bank) your team to obtain their own EIN #. With this EIN #, your team would be eligible to accept contributions from an individual or business.

As an extension of the club, teams can accept charitable contributions from individuals or a business. If the contribution is made payable directly to Sporting Nebraska FC it will qualify as a tax-deductible contribution as the club is a 501 ( C ) (3) non-profit organization. These contributions will be handled per the following guidelines:

- Contributions must all be submitted in aggregate by the Team Treasurer to:  
Sporting Nebraska FC, 14706 Giles Rd, Omaha, NE 68138
- Sporting Nebraska FC will issue receipts to each donor for contributions over \$250. The donor's canceled check will serve as the receipt for all contributions of less than \$250 made directly to Sporting Nebraska FC.

- Contributions submitted under these guidelines will be credited to specific team accounts less a \$75-dollar administration fee per occurrence.

Should a business or individual like to consider advertising opportunities with the club, please direct them to the Sporting Nebraska FC office.

NOTE: If an individual wants to make a charitable (personal) contribution, they CANNOT derive any direct personal value from the contribution. Contributions can only be used for general team expenses.

### **Travel Reimbursement** *(Updated: July 1st, 2024)*

This Travel Policy has been developed to enable each coach to make a substantial contribution to the success of their team and the Club as a whole. It is designed to establish and communicate equitable standards and ensure consistent and fair treatment of all coaches who travel on team or Club business.

It is, of course, impossible to anticipate every situation that may be encountered while traveling on team and/or Club business. Thus, we expect each coach to exercise good judgment in incurring travel expenses and not spend more for goods or services than they would normally spend when traveling for themselves.

The coach will be solely responsible for determining his/her mode of transportation for Club related travel within this policy.

- There is no reimbursement for transportation within 75 miles (one way, 150 miles round trip) of Omaha including Lincoln, NE.
- For sites between 76 and 150 miles (300 miles round trip) -This includes travel to York, NE or Grand Island, NE, Kearney, NE or South Sioux City, NE or similar sites.
- Reimbursable Mileage ONLY will be returned for the use of a personal vehicle. The current IRS Mileage Reimbursement Rates will be used, and reimbursement will be determined by the total miles from the Omaha Sports Complex to the Destination Field and back (round trip). From Lincoln, reimbursement will be determined by the total miles from the State Capitol to the destination field and back (round trip).

### **OR**

- The cost of a midsize Rental Car (Cost to include liability insurance, the optional loss/damage waiver, and all taxes, plus gas).
- For travel outside 150 miles, a rental vehicle is the only option, NO EXCEPTIONS for Coaches older than 25 yrs of age. For Coaches younger than 25 yrs of age, follow bullet point **(A)** below:

**A-** Mileage reimbursement rate per the IRS Mileage Reimbursement Rate

**B-** Mileage Calculation determination is from the OSC to the Destination Field and back to the OSC (round trip) and from Lincoln, mileage is determined from the State Capitol to the destination field and back (round trip).

If traveling by air, the team will be responsible for reimbursing the coach:

- The least expensive 30-day advance airfare available, including baggage fees, rental car at destination, and estimated fuel for trip.
- Airport Parking Fees – Omaha Eppley Airport ONLY, and the team only pays for use of the South or North Lots when parking a vehicle short or long term. The daily stipend is not to exceed \$24.00 per day.
- The Club/Team will pay for all lodging needed to have the coach at each game for the tournament.
- The rental agency provided insurance **MUST** be purchased to avoid any personal insurance liability. The added insurance will be reimbursed by the team or equally split between teams responsible for the coach's travel expenses.

Coaches should actively plan and book airline travel with as much advance notice as practical and possible. Trips planned more than one or two weeks in advance will significantly reduce air travel expenses. The following condition(s) should apply:

- Arrival at destination in reasonable time to help ensure coaches safety and to conduct team business.
- The connection times are reasonable.
- The connection is on the same airline, a commuter tie-in, or another reasonably convenient airline.
- Arrival home in a reasonable time or at a reasonable hour.
- Extra costs for extended travel time must be considered (i.e. extra nights in hotels, etc.)
- Consideration of additional airline fees such as baggage charges (depending upon the carrier).

It will then be the coach's responsibility to select the option that gives him/her the best option for the most reasonable fare. The lowest cost fare and class status should be used, given the scheduling requirements of the trip. Good business judgment should be used when weighing the cost of the lowest airfare (often involving one stop in-route) versus a savings of reasonable time with more direct routing.

A coach may elect to use his/her own frequent flier miles for a team or club trip. Under these circumstances the coach should be reimbursed at the lowest 30-day advance fare available at the time of the booking.

A coach will be paid following the chart below for meals during the time he/she is required to be with the team:

Per Diem Rate per State	IL, IA, KS, MI, MO, NE, OH, OK, SC, SD, WI	AZ, IN, NV, TX	CA, FL, MN	CO
Breakfast	\$14.00	\$16.00	\$17.00	\$18.00
Lunch	\$16.00	\$17.00	\$18.00	\$20.00
Dinner	\$29.00	\$31.00	\$34.00	\$36.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00

<b>Total</b>	<b>\$64.00</b>	<b>\$69.00</b>	<b>\$74.00</b>	<b>\$79.00</b>
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For one-day trips within 150 miles of Omaha, the coach is only eligible for meals accrued during the time traveled depending on departure and arrival times (see meal time frames below). These days will be set ahead of time but may be adjusted to allow for a coach to arrive or leave a day early or after to allow for a more cost-effective travel plan. If the hotel the coach is staying at provides a complimentary breakfast, the breakfast rate will be deducted from that day's per diem. Game start times may interfere with the complimentary hotel breakfast times so please plan accordingly.

#### **Meal Eligibility Timeframes TRIP**

First and last day of a multi-day trip

- Breakfast

Yes, if departure is before 6:30 am

- Lunch

Yes, if departure is prior to 11:00 am or return is after 2:00 pm

- Dinner

Yes, if departure is prior to 5:00 pm and return is after 7:00 pm

#### **Coaches with two teams traveling to one location via rental car, personal car or carpooling**

In cases where one coach is taking two teams with no coaching conflicts to one location, travel expenses will be split equally between both teams.

If a coach is taking two teams to one location with coaching conflicts, an additional coach/ assistant coach can attend. Expenses for the second coach will be reimbursed by the team to which he/she is assigned for that event. (One team/one coach) If the start day of each team is different, reimbursements will reflect this difference. For example, if one team begins on a Friday requiring Thursday travel and hotel stay while the other team begins on Saturday, the team with the earlier start time will reimburse for one-night hotel stay and corresponding meals. Travel will be shared normally.

If a coach is taking three teams to one location with coaching conflicts, the one team/one coach policy remains in effect. However, if only two coaches travel, costs will be split equally among all three teams.

For those cases where a coach has a team in an event while his or her son or daughter is also playing in

the same event on a different Sporting Nebraska FC team, the coach's priority is to his/her Sporting Nebraska FC team. Coach will stay in the same hotel as his/her team.

We encourage our coaches to carpool to events where multiple Sporting Nebraska FC teams are competing in. ***However, one coach cannot receive reimbursement for mileage if he/she carools with another coach in their rental or personal vehicle.***

### **Travel Standards for Staff and Volunteer Coaches**

**\*\*In regard to games, practices, training, Sporting Nebraska FC events, etc.**

A coach may not accept a ride from a family for any travel purposes including to and from games, tournaments/showcases, practices, team events, etc. Coaches must provide their own means of transportation and should decide for the team to pay or reimburse travel expenses according to club policies. In the same regard, a coach may not provide a ride to a player without the expressed written consent of the parent and prior approval of the Executive Director.

It is the belief of the club that the above can create a conflict of interest and perception that if a coach is being transported by a family on the team, or providing rides to a player of the team, a coach may show favoritism towards these players during a game. Perception is reality and Sporting Nebraska FC cannot allow this potential conflict to develop.

Exception: Coaches may receive a ride from a hotel to the host field during an out-of-town event if necessary; a coach flies into the city and does not have a vehicle on hand to commute from hotel to field and no other club coach has a vehicle at the same venue to transport the coach.

## **Miscellaneous**

Regional Competition:

- During check-in you will need to fill out a form concerning who will be on the sidelines with the team.
- No one is allowed on the team sidelines without an official pass.
- Club Directors of Coaching are listed on the roster and will have a pass available in case of illness or conflict
- Speak to the coach concerning team activities during tournaments.
- Some coaches prefer the team and the parents to have dinner together one night during a tournament.
- Ask the coach about recommendations for players' diet before & after games.
- Make reservations at the appropriate restaurant near the hotel.
- This responsibility can be given to another parent volunteer.
- Check on any activities that the players / families can attend during the tournament weekend (example: MLS soccer games, movies, tourist attractions, etc.).
- This responsibility can be given to another parent volunteer.