

Fusion Team Manager Manual



Fusion Soccer Club

www.fusionsoccermn.com

3500 Holly Lane N, Suite 10, Plymouth, MN 55447

Phone: (763) 450-3099

Social Media Contact: spotlight@fusionsoccermn.com

Fusion Contact Information

All Operations and Coaching Staff contact information can be found on our website. [https://
www.fusionsoccermn.com/about-fusion-soccer](https://www.fusionsoccermn.com/about-fusion-soccer)

Executive Director: Keith Pavelka

Uniforms: Chris Kent

Boys Competitive Program: Chris Kent

Girls Competitive Program: Julia Hangartner

Accountant: Marie Fraass

Registrar: Shauna Mignone

Team Manager Liaison: Deb Burica

Facilities/Field Coordinator: Chris Hunt

INFINITI: Chad Morse

Please submit anything during the season for our social media to
spotlight@fusionsoccermn.com

Team Manager Season Checklist

- ☐ Shauna, our registrar, will send you registration information.

- ❑ Complete Registration Steps
- ❑ Look over the Team Season Plan
- ❑ Log into PlayMetrics and download the phone app
- ❑ Access the Team Schedule when released by TCSL
(We will let you know the date they will be released)
[How to View Your TCSL/NPL Schedule](#)
- ❑ Reschedule games if needed during the reschedule window
(We will let you know the date they will be released)
[How to Reschedule a Game Information](#)
- ❑ Add game schedule to PlayMetrics after the reschedule window
Uniforms: Home-Wear Blue, Bring White Away- Wear White, Bring Blue
[How to Add Games to PlayMetrics](#)
- ❑ Cancel any practices in PlayMetrics that conflict with games
- ❑ **Print match cards for each TSCL league game!**
[How To Set Roster and Print A Match Card](#)
- ❑ Add club pass players (guest players) to the roster if needed
[How To Add Club Pass Players to Match Card](#)
- ❑ Reschedule any weather-related cancellations during the season

- ❑ Fusion will notify teams if fields are closed and games/practices are canceled usually by 4:00. Fusion will cancel them in PlayMetrics. A message will also be on our website.
- ❑ If a home game is canceled, notify the other team in the GotSport chat
- ❑ Managers cannot cancel games for bad weather. Teams must show up to the field and the referee will cancel the game if it's unable to be played.
- ❑ Share your team stories and pictures with Fusion!

spotlight@fusionsoccermn.com

- ❑ Tournament information will come out in January. Your coach will pick the tournaments and then you will register the team.
- ❑ Register for tournaments (See page 7-8 for more info)
- ❑ When registering, follow the U-Level and birth year chart

[U-Level/ BirthYear Chart at Bottom of This Link](#)

- ❑ Submit Reimbursement Form after registering
- ❑ Book hotel blocks if traveling (See page. 10 for more info)
- ❑ Check in teams before tournaments. Tournaments will send information on what is needed. Reach out if you need club player passes
- ❑ In June, we will send out information on submitting a final reimbursement form to receive any remaining balance which can be used for a party/treat, coach's gift, distribution back to families, etc.

Coach and Manager Responsibilities

Typical Responsibilities: Coach

- Determine practice schedule (frequency, day(s) of week, location preference)
- Plan and run practice sessions and games
- Select tournaments (with DOC, AGC/manager/parent input, and player availability)
- Place corner flags at all home games
- Take responsibility for team equipment (ball, corner flags, cones, first aid kit, pinnies)
- Communicate with parents regarding practice expectations, attendance, and individual concerns
- Obtain equipment (flags, medical kit, etc.) from Fusion before the season
- Responsible for finding Club Pass Players (subs) for games

Typical Responsibilities: Manager

- Communicate practice and game schedules, including field directions, to parents via PlayMetrics
- Register for tournaments/complete tournament paperwork and tournament check-in
- Manage the team's GotSport account, including roster, match cards, and player passes
- Monitor parent/fan side of the field behavior at games
- Manage PlayMetrics account – scheduling, communications (emails, texts/alerts)
- Reschedule games as needed (including in-season weather cancellations)
- Communicate other info upon request of the coach or Fusion office
- Track team budget and reimbursements

Things your team will need at every game:

- All home league games – corner flags, game ball, first aid kit-Coach
- At least 1 adult with a US Club physical, laminated pass (both coaches and managers will have a US Club pass)

- Match card printed from GotSport

PlayMetrics

PlayMetrics is the communication tool that Fusion and teams use.

It is easy to use as both a parent and a manager. You can click on whichever role you need to use while using PlayMetrics. [How to Switch Between Parent and Manager Roles](#)

Family Contacts:

Families should make sure everyone in their family who wants to have access to team information has been added to the account. Ask parents to make sure all their information, **including cell phone numbers**, is up to date. [Adding Additional Family Contacts](#)

Roster Tab: Your team roster can be found here.

Calendar: It will show practices, games, tournaments, and team events. [How to Add an Event to The Calendar](#)

Games Tab: This is where you will enter your team's games. [How to Add Games](#)

Fees Tab: If you will be collecting fees that aren't billed by the Fusion Office (additional tournaments outside your Season Plan, outside leagues, team gatherings, scrimmages, etc.) this tab tracks payments by player.

Attendance: This is where players will mark if they are available or not for practices/games, etc. although this can be done from the Home Page as well. [How to Set Player Attendance for an Event](#)

Email, Text, Notify, Alert: All these things can easily be done from your computer or phone. Use this for all outgoing communications with your coaches and parents. You can send messages to the whole team, select groups, coaches only, or individual players.

Resource Tab: Your season plan and team medical forms are here. You can get to that by clicking on **my teams tab** (it's along the bottom of the app screen) and then the

down arrow by Summary and selecting Resources if on your phone or by going to your team page and selecting Resources if you are on a computer. (These things are not under Club Resources.)

Download the PlayMetrics App on your smartphone. Allows quick and easy access to your team. Great for contact info, roster information, weather delay/cancellation notifications, messaging [Adding the PlayMetrics App to your Mobile Device](#)

PlayMetrics Help: If your families have questions about PlayMetrics, send them these links.

[Using PlayMetrics as a Parent or Player](#)

[PlayMetrics Help Found on the Fusion Website](#)

TCSL Resources

These things can be found on the Fusion website under the manager tab.

[TCSL Resources Link](#)

<p>How to Set Roster and Print Match Card</p> <p>READ MORE</p>	<p>How to Add a Club Pass Player</p> <p>READ MORE</p>	<p>How to enter Jersey Numbers in PlayMetrics</p> <p>READ MORE</p>	<p>How to add Jersey Numbers and Photos in GotSport</p> <p>READ MORE</p>
<p>How to Find Away Game Locations</p> <p>READ MORE</p>	<p>TCSL Game Day Procedures</p> <p>READ MORE</p>	<p>How to Report Missing Score</p> <p>READ MORE</p>	<p>How to View TCSL Game Schedule</p> <p>READ MORE</p>
<p>How to View NPL Game Schedule</p> <p>READ MORE</p>	<p>How to Download Official TCSL Roster & Player Pass File</p> <p>READ MORE</p>	<p>Team Budget Tracking Form</p> <p>READ MORE</p>	<p>Competitive Reimbursement Request Form</p> <p>READ MORE</p>

GotSport is the tool used for all TCSL and most tournament requirements.

PlayMetrics is the communication tool that Fusion uses within our club.

Tournament Information

Our tournament page on the Fusion website under the manager tab has everything you need to know about registering, reimbursements, printing rosters, NSC tournament information, and more.

[Tournament Information](#)

Tournaments: Your coach will be in touch in Jan/Feb with the tournaments your team is going to play in.

Registering: You will register your team for the tournaments.

*Use your Fusion team name such as Fusion Girls 09 Academy 1

*We are US Club-affiliated

*Travel Permit (Out-of-State Tournaments): Travel permits are not necessary for US Club tournaments.

Payment: Most tournaments give two payment options -

1. Register and pay for the tournament directly (with your personal credit card). Once completed, request reimbursement from Fusion by completing and submitting a Competitive Reimbursement with your receipt/s. You may submit one Competitive Reimbursement Request Form for each tournament or one form for all tournaments for which you have paid. **OR**
2. Register and have Fusion submit payment via check. Once online registration is complete, submit a Tournament Check Request Form along with your registration paperwork to Fusion. The office will issue a check and mail it with your registration paperwork directly to the tournament (keep a copy of the paperwork for your records).

NOTE: If the cost of all your tournaments exceeds the tournament allowance amount, the manager is responsible for collecting the additional fees directly from parents. If you have trouble receiving additional fees from parents after several reminders, please contact Shauna at s.mignone@fusionsoccermn.com.

Reimbursement Form: Submit a reimbursement form with the receipt to our accountant, Marie Fraass. She will send you a check right away.

Reimbursement Form

NSC Tournaments: For some NSC tournaments, you can use the Fusion club account. You use this number on the payment page. They will charge Fusion, and we will take it out of your team's allowance.

The number is 10000915.

This number can only be used for certain NSC tournaments and no other tournaments.

This cannot be used for USA Cup Week or Weekend tournaments.

If participating in USA Cup, there will be additional player fees. Do not pay for your players. Have each family pay their player fee separately when they fill out the tournament waiver. This is only for the USA CUP Tournament and no other tournaments.

Team Check In: Tournament check-in is either online or in person (typically a few weeks before the tournament or if in person, the night before or 1-2 hours before your first game). Make sure you have all the necessary paperwork ready and available for check-in: your roster, player passes (if needed) and medical release forms (if needed). **NOTE:** All tournaments are different, please read all rules, guidelines, paperwork requirements, etc. on the tournament's website and clarify their timelines.

Things you might need:

Laminated US Club Player Passes: Confirm by reading the tournament check-in list whether physical, laminated US Club player passes are required at check-in and game time. If you have club pass players and laminated US Club Player Passes are required, please notify Shauna and Deb a week in advance to obtain club pass player passes.

Electronic Copy of US Club Player Passes: Directions for how to download them can be found on our website and by following this link.

[How To Download Player Passes and Roster for Tournaments](#)

[How to Download Player Passes and Roster with Club Pass Players for Tournaments](#)

*Note that you'll need a Club Pass player's date of birth before you can add them to your match card. Either your coach can get that information from the player or reach out to Shauna and Deb for it.

Out of State Tournaments:

Hotels: Most tournaments are "Stay-to-Play", which means that you must secure your lodging through their tournament website. Please confirm before you begin this process. **NOTE: Many hotels will provide a free coach room with a minimum # of rooms reserved. DON'T FORGET TO**

ASK! Check with your coach if they want you to reserve a room for him/her or if he/she will.

Coach Travel: The team is expected to cover the hotel, meal, and travel expenses for ONE coach. Please see the Fusion Soccer Club Travel Policy / Per Diem below. If there are out-of-state tournaments on your season plan, there is some money in your budget for coach travel. If you are traveling to a tournament not included in your season plan, your coach should expect to be reimbursed using the same guidelines and per diems.

Fusion Travel and Expense Policy

Submit all the coach's receipts (food/hotel/air) along with a completed Competitive Team Reimbursement Request Form (found under Managers - Tournaments on Fusion website) for reimbursement. Track your reimbursement on your Team Budget Tracking Form.

Reimbursement Form

Travel Permit (Out-of-State Tournaments): Travel permits are not necessary for US Club tournaments.

Team Budget:

Team Managers are responsible for tracking spending against their team budget, called the Tournament Allowance in the Team Season Plan. All players paid their portion of the tournament allowance, so ideally there would not be any expense over that amount.

Team Managers should submit the Competitive Reimbursement Form, with original receipts, when they or the coach incur a tournament or team-related expense.

Reimbursement Form

Please track other expenses, such as for a coach gift, extra tournaments/ tournament costs above Team Allowance, scrimmages outside of their season plan, or team activities. If you go over budget, you can collect payments from parents through PayPal, Venmo, Zelle, etc.

Please contact our accountant, Marie Fraass, at m.fraass@fusionsoccermn.com to submit reimbursement forms and for any support regarding team budgets and finances.

Thank you for volunteering to be a team manager! We could not do this without you. We will be sure to send detailed information throughout the season to help you along the way. You can always reach out to us for any help you need!