

# Fusion Team Manager Manual



Fusion Soccer Club

[www.fusionsoccermn.com](http://www.fusionsoccermn.com)

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

Phone: (763) 450-3099

Social Media Contact: [spotlight@fusionsoccermn.com](mailto: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>

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](mailto:spotlight@fusionsoccermn.com)

## **Team Manager Season Checklist**

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

☐ Complete Registration Steps

☐ Download the PlayMetrics phone app

☐ Download the Gotsport Live 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/N1 Schedule](#)

[How to View your ECNL-RL 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 Navy, Bring Grey Away- Wear Grey, Bring Navy**

[How to Add Games to PlayMetrics](#)

☐ Cancel any practices in PlayMetrics that conflict with games

☐ **Set a Roster for each game**

[How To Set Roster and Print A Match Card](#) (will be updated by 8/24)

☐ TCSL Leagues/N1 teams: 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
- ☐ If fields are closed and games/practices are canceled, usually by 4:00pm, Fusion will cancel them in PlayMetrics and a message will be sent. 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](mailto: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

# 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

- Add game schedules to PlayMetrics
- Register for tournaments, complete tournament documents, and complete tournament check-in needed
- Manage the team's GotSport account, including setting rosters and player passes
- 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

# 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, N1, and ECNL-RL Resources**

**There is a page on our website for each league with lots of helpful tools for managers. They can be found on the Fusion website under the manager tab.**

**[TCSL Resources Link](#)**

**[N1 Resources Link](#)**

**[ECNL-RL Resources Link](#)**

**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

Tournament information is listed under each team level tab. It has everything you need to know about registering, reimbursements, 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 most tournaments. There are some tournaments that Shauna will register your team for.

**\*Use your Fusion team name such as Fusion Girls 17/18 U9 Academy 1**

**\*We are US Club Soccer affiliated**

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

**Payment:** Most tournaments give two payment options.

**Choose to have Fusion submit payment whenever a tournament has that option!**

1. 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).
2. 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.

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](mailto:s.mignone@fusionsoccermn.com).

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

Here is the link for the [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.**

**Important!!! 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:** NEW for 2026-2027! Managers will not need to submit anything for coach reimbursement. Fusion will handle this with coaches.

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

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

**Please contact our accountant, Marie Fraass, at [m.fraass@fusionsoccermn.com](mailto: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!**