



## MonU Team Manager Handbook (Updated 7/2026, this is a working document)

### Team Roles

- Head Coach develops and encourages players
- Assistant Coach assists the Head Coach
- Team Manager provides support to Head Coach, advocates for parents, and handles the business side of the team

### General Duties of Team Managers

- Work with Coach to coordinate first parent meeting of new team
- Coordinate uniforms for team
- Maintain TeamSnap app for team, including keeping calendar updated with all team events
- Get players added in GotSport and approved on official league roster
- Register for fall, winter, and spring leagues. Register for State Cups
- Coordinate payment of referees and report scores as needed
- Register for tournaments and coordinate accommodations for overnight tournaments
- Attend Managers meetings (scheduled by MonU as needed)
- Communicate MonU information to team
- Submit clearances to the Club

#### A. Work with Coach to coordinate first parent meeting of new team

1. Once teams are assigned, contact Coach about a Team meeting time and location
2. Coach runs the meeting to talk about the season plan and expectations of the team.
3. Manager can collect documentation needed from all families (birth certificate, head shot)
4. Determine Player numbers for new players

#### B. Coordinate uniforms for team

1. Club will send out a Uniform site link to all Managers in June. Link is used throughout the season.
2. Ensure families order all needed items (Home Jersey Kit, Away Jersey Kit, Training Jersey)
3. Goalie Jersey/Kit – Order a Goalie jersey for the team if there is no dedicated goalie
4. Coaches' Gear – provided by MonU
5. Extra jerseys – Each team should have an extra Home and Away kit. Also if available, can be borrowed from the MonU office on an as needed basis. Must be washed and returned after use.
6. Borrow from another team

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**C. Maintain TeamSnap (TS) app for team**

1. Ensure all players are added to both the TeamSnap roster and the roster listed at the bottom of Team budgets. (if missing, email Traci Svetanoff, [competitive@monusoccer.org](mailto:competitive@monusoccer.org) or Kerryann Sanocki, [finance@monusoccer.org](mailto:finance@monusoccer.org))
2. Keep TeamSnap calendar updated with all events. For Home fields, use the Home field choices that are already loaded into the TS drop down menu.
3. Use TeamSnap email and chat for all communication with the team
  - a. Email/Chat parents regularly with updates and reminders
4. Ensure all families have downloaded TeamSnap app, which links team calendar and provides instant updates of changes made to calendar

**D. Coordinate with club to get players added in GotSport and approved on official league roster**

1. *Build/Edit team roster in GotSport* [Link to Step-by-Step Instructions](#)
  - a. *Add/Remove new/old players*  
*Will need the following from players:*
    - a. *Birth Certificate or player pass*
    - b. *Player photo/headshot*
    - c. *ITC Questionnaire (NEW Competitive MonU players. **MUST** be completed by the family member, **NOT** the manager.)*
  - b. *Make sure all players have a parent/family member listed under the "Family" tab. If there is no one listed, this is where you need to add the parent/family member that will be accessing the player in GotSport.*
2. *Printing official rosters / passes*
  - a. *Home >Team management> Team > Rosters*
  - b. *Create event roster and add numbers*
    - i. *Print out event roster and passes (if needed). Ensure all players, coaches, and manager are on event roster when printed.*

**E. Register for fall, winter, and spring leagues**

1. Register for a fall league, by June 1st, in one of the following leagues, chosen by Coach/MonU:
  - a. Inter County Soccer League (ICSL) – [www.icslsoccer.org](http://www.icslsoccer.org), Manager registers the team in GotSport but does not pay. Club sends a check for all registered teams.
  - b. APL – [www.aplsoccer.com](http://www.aplsoccer.com), Manager registers and pays for league
  - c. EDP – [www.edpsoccer.com](http://www.edpsoccer.com), Manager registers and pays for league
2. Register for winter leagues in the fall
  - a. XL Sports/Sofive - [www.xlhatfield.com](http://www.xlhatfield.com), Manager registers & pays for league. Club receives a discount for teams
  - b. YSC - [www.yscsports.com](http://www.yscsports.com), Manager registers & pays for league

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3. Register for spring league in the late fall/winter
  - a. ICSL Spring League - [www.icslsoccer.org](http://www.icslsoccer.org), Manager registers and pays for league
  - b. Rock Spring League - [www.fcbucks.com/rock-spring-league/](http://www.fcbucks.com/rock-spring-league/), Manager registers and pays for league
  - c. APL Spring League - [www.aplsoccer.com](http://www.aplsoccer.com), Manager registers and pays for league
  - d. EDP Spring League - [www.edpsoccer.com](http://www.edpsoccer.com), Manager registers and pays for league

**F. Coordinate payment of referees and report scores as required**

1. Referee fees – Fees for League and Cup games can be found at the top of your team budget
  - a. Determine if your league/cup games are a 1 Ref system (Center Ref) or 3 Ref system (Center Ref & 2 ARs).
  - b. Fees are withdrawn from Team Accounts. Lump sum at beginning of season is best
  - c. At each game, pay in cash with exact change – do not expect change from referees!
  - d. Report scores each week as directed by league (home team usually responsible, but winning team may be responsible)

**G. Register for tournaments and coordinate accommodations for overnight tournaments**

1. Coach selects tournaments or asks Manager to find tournaments.
2. Monitor tournament websites for registration deadlines
3. Register and pay for all tournaments as instructed on tournament website. Payment options:
  - a. Pay by team debit/credit card
  - b. Pay by ACH/E-Check
4. Coordinate hotels for overnight tournaments
  - a. Tournament – Check tournament website for hotels.
  - b. Other tournaments – Manager is responsible for coordinating hotel for team
    - a. Most tournaments are “stay to play” and require that you book rooms through them.
    - b. If tournament is not “stay to play,” check hotels local to tournament and ask about a block/group rate. You can also use hotels.com to find blocks of rooms at no additional charge.

**H. Register for State Cups**

1. [EPYSA State Cup](#) information
2. Indoor State Cups (Winter) - optional
3. Outdoor State Cups (Spring) – Decided by Coach & Technical Director, Dave MacWilliams

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**I. Fundraising**

1. Work with parents on team-sponsored fundraisers if desired – email Kerryann Sanocki, ([finance@monusoccer.org](mailto:finance@monusoccer.org)) for approval before committing. Team fundraising is not tax deductible for donors.

**J. Volunteer Opportunities**

1. Club sponsored events (i.e., Picture Day, Soctoberfest, Golf Outing, Trivia Night etc.)
2. Club hosted Rec & Competitive tournaments
3. Reach out to Lynn Lentz, [volunteer@monusoccer.org](mailto:volunteer@monusoccer.org) for more information

**K. Coach Accountability**

1. Any concerns regarding Coaches' behavior should be directed to Technical Director, Dave MacWilliams ([mac@monusoccer.org](mailto:mac@monusoccer.org))
2. Email Technical Director, Dave MacWilliams ([mac@monusoccer.org](mailto:mac@monusoccer.org)) immediately if Coach is missing from team event – Club will try to send a sub

**L. Miscellaneous**

1. Email Technical Director, Dave MacWilliams ([mac@monusoccer.org](mailto:mac@monusoccer.org)) and Jeanette Seichepine ([communication@monusoccer.org](mailto:communication@monusoccer.org)) about any team achievements – tournament placement, division victory, volunteer work, etc. Include a photo and short write-up for publication on MonU's sites!
2. Any concerns regarding parent conduct on sidelines should be directed to Technical Director, Dave MacWilliams ([mac@monusoccer.org](mailto:mac@monusoccer.org))

**\*\*Important for 2026-2027 Season\*\***

- Fall Training starts the week of August 10th.

- Fall Fields - Kenas 1 & 2

- ICSL Fields - Fellowship (7v7), Hennings (9v9), and Kenas 2 (11v11).

- APL & EDP Fields - Zehr 2 (7v7), Zehr 2 (9v9), and Zehr 1 (11v11)

-DO NOT contact Leagues (ICSL, Rock, EPYSA) directly. All communication needs to come from Club Reps. APL & EDP teams can communicate directly with leagues.

-For APL & EDP teams, our Referee Assignor is Brad Sorkin, [petesrefs@gmail.com](mailto:petesrefs@gmail.com)

-Thursday and Friday, August 6th and 7th - NO TRAINING at Kenas Fields due to township fireworks.

-Saturday, October 17th - NO TRAINING/GAMES at Kenas, Hennings, & RoseTwig Fields due to a Township event. Reschedule or switch to an AWAY game.

-Saturday and Sunday, November 7th and 8th - ALL FIELDS CLOSED, except Fellowship. NO HOME GAMES due to MonU Roger Erb Rec Select Tournament. Reschedule or switch to an AWAY game.