



Manager FAQ's

WHAT ARE THE EXPECTATIONS OF BEING A MANAGER

Managers are responsible for scheduling games, collecting team fees, paying refs and coaching expenses, arranging travel plans/logistics, communicating with team, recording scores of games, entering league and tournament registrations, as well as being liaison between parents and coach and team and the club.

BEST WAY TO COMMUNICATE WITH TEAM

Manager should communicate with the team via the playmetrics app/website. We recommend a weekly email with upcoming information sent beginning of each week.

WHO DO I REPORT ISSUES/CONCERNS TO AT THE CLUB

First point of contact should be the coach. Then the appropriate level Director. Finally Hubie Collins, Executive Director. Managers can contact the office through Playmetrics with concerns also.

GETTING ON THE SAME PAGE AS THE COACH/SETTING EXPECTATIONS

Have a pre season meeting to discuss expectations such as # of games per weekend, manager vs coach responsibilities etc. Decide about level of opponents for friendlies. Then hold a full team meeting early in the season to convey expectations.

WHAT ADDITIONAL ROLES CAN I DELEGATE

Teams will often need benches/tents/water coolers etc. Manager roles can also be delegated and shared across the group, such as treasurer, travel liaison, party planner etc.



Manager FAQ's

HOW DO I SCHEDULE MY LCSL GAMES

LSA uses the GotSport system to schedule matches.

Managers can communicate directly with the opponent's manager and can communicate directly in the GotSport system. Contact info for league opponents can be found on the LSA's website on the LCSL webpages. We recommend you reach out to opponent a week prior to confirm dates/locations/ko times and ref fees.

HOW DO I SCHEDULE FRIENDLIES

Use networks, club websites, friends, other managers/coaches to create a database of teams and managers that are relevant to your age group. Reach out via phone or email to self schedule. Use LSA LCSL webpage for contact info.

HOW DO I RESERVE FIELDS FOR HOME GAMES

Review the field schedule prior to requesting a field to see what is available - [SPRING 24 SCHEDULE - Google Drive](#). Once you verify field availability, you will need to request field reservation. Fire uses google form to send requests for field reservation - [2023-24 Weekend Game Requests](#). If it is a league game, you must place the league game number in order to ensure referees are available and prioritized.

WHERE DO I REPORT SCORES

Scores for LCSL matches are entered into GotSport. On the LSA Gamecard, there is a QR Code that can be scanned that will link you to the correct match. Once you are on the correct match on GotSport, you can enter the final score plus any misconduct (yellow or red cards given by the referee) The Home team is always responsible for entering this information in GotSport within 24 hours.



Manager FAQ's

WHERE CAN I FIND FIELD AND WEATHER UPDATES

www.lafiresoccer.com will provide weather updates. You can also sign up for weather alerts sent to your phone.

The club will send a weekly field schedule towards the end of each week.

[WEATHER INFO](#) | [LA Fire Soccer Club](#)

HOW DO I PAY REFEREES

From the collected team fees, provide at least 50% of the referee fees.

Payment should be made prior to the game in cash and split to C/AR1/AR2

See handbook for fee amounts. Exact amount expected, referees cannot make change.

LSA POLICY 205-pg 32

WHAT IF THERE IS A UNIFORM CLASH

The home team wears light-colored jerseys and the visiting team shall wear dark colored jerseys. The team that is not in compliance with the above, in the opinion of the referee, shall be required to change jerseys.

Referee decision on uniforms is final.

Should make mandatory that families bring both colorways to games in the event of a clash.

WHAT IF A COACH CAN'T MAKE A GAME

The coach is responsible for finding cover for any missed game.

Managers that are rostered and safe sport certified may act as a coach in the event of an emergency.



Manager FAQ's

HOW DO I COLLECT TEAM FEES

Once a budget is created and a per player \$ amount is agreed upon each family can pay their team fee through the Playmetrics app >Team Accounts Tab.

[Using Team Fees - PlayMetrics Support Center](#)

HOW DO I PAY COACHES EXPENSES

Coaches can be paid directly from the teams playmetric account or a third party app like venmo. Clubs preferred method is through team accounts on Playmetrics.

See managers handbook for mileage and per diem amounts for this season. We recommend paying the coaches fees prior to the weekends travel.

WHAT ARE THE TEAM EXPENSES

Team expenses are all team related outputs excluding LA Fire SC registration fee. Includes coaches fees, league and tournament entries, ref fees, and other miscellaneous expenses. Teams competing in US club leagues/tournaments will incur additional costs for player registrations.

WHAT ARE OUR FUNDRAISING RESPONSIBILITIES

Teams are free to fundraise. However we have a club wide fundraiser that we are expecting all teams to participate in (see attachment).



Manager FAQ's

HOW DO I SELECT AND APPLY FOR TOURNAMENTS

Tournaments can be found on ([Sports in College \(sincsports.com\)](https://sincsports.com)) and SNAP soccer websites. Once coach and club approve which tournaments to play in follow the online registration process. Will also need to perform check ins. Remember you are required to participate in one LFSC tournament per season.

HANDLING A COACH THAT HAS TWO TEAMS/CONFLICTS

Identifying conflicts early is key. Find weekends and tournaments where the coach can make both teams responsibilities. Contact LFSC office to get access to each others playmetrics account.

CLUB CONTACTS

Hubie Collins - Executive Director - hcollins@lafiresoccer.com

Keir Hannity - Boys Competitive Director - khannity@lafiresoccer.com

Bobby Velasquez - Girls Competitive Director - bvelasquez@lafiresoccer.com

Jason Dormady - Operations Director/Field Assignor -
jdormady@lafiresoccer.com

Stuart Hayers - Foundation Phase Director - shayers@lafiresoccer.com

Martha Valdin - Boys Registrar - mvaldin@lafiresoccer.com

JD Barbara - Girls Registrar - jdbarbara@lafiresoccer.com

David DeHoog - Executive Administrator - Ddehoog@lafiresoccer.com

[Managers-Notebook-2023-24.pdf](#)

[\(playlouisianasoccer.org\)](https://playlouisianasoccer.org)

[Managers Handbook LFSC 2024.25](#)