



**LOUISIANA FIRE SC
FALL SEASON
MANAGERS' MEETING**





INTRODUCTIONS





FALL SEASON IMPORTANT DATES

- OFFICIAL TRAINING START - August 12th - August 16th
- FIRST WEEKEND OF LCSL GAMES - August 23rd - 24th
- High School Season Can Start - October 14th
- LAST WEEKEND OF LCSL GAMES (UII-UI4)- Nov 9th and 10th



TOURNAMENT DATES

- Gator Classic - September 20-22
- Champions Cup (U9-U14) - November 1-3
- Big Easy - March 14-16***

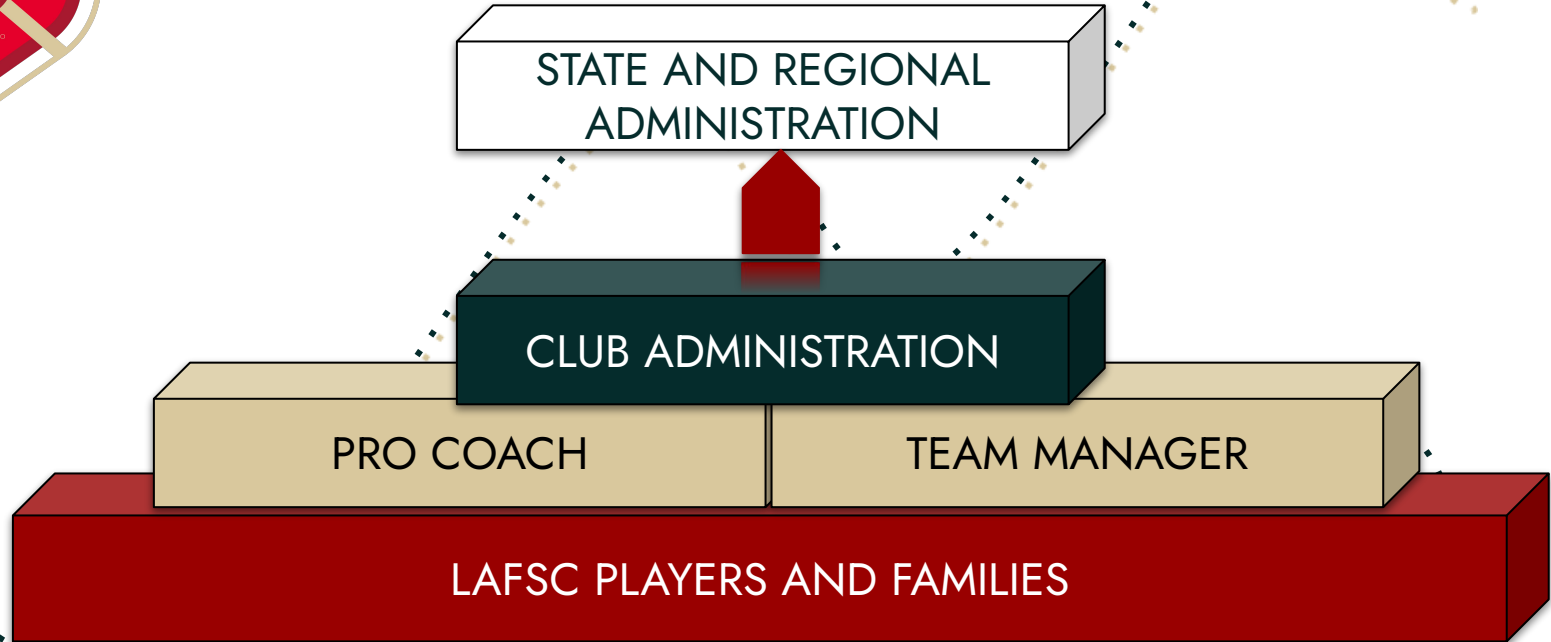


MANAGING TOGETHER





ADMINISTRATIVE STRUCTURE



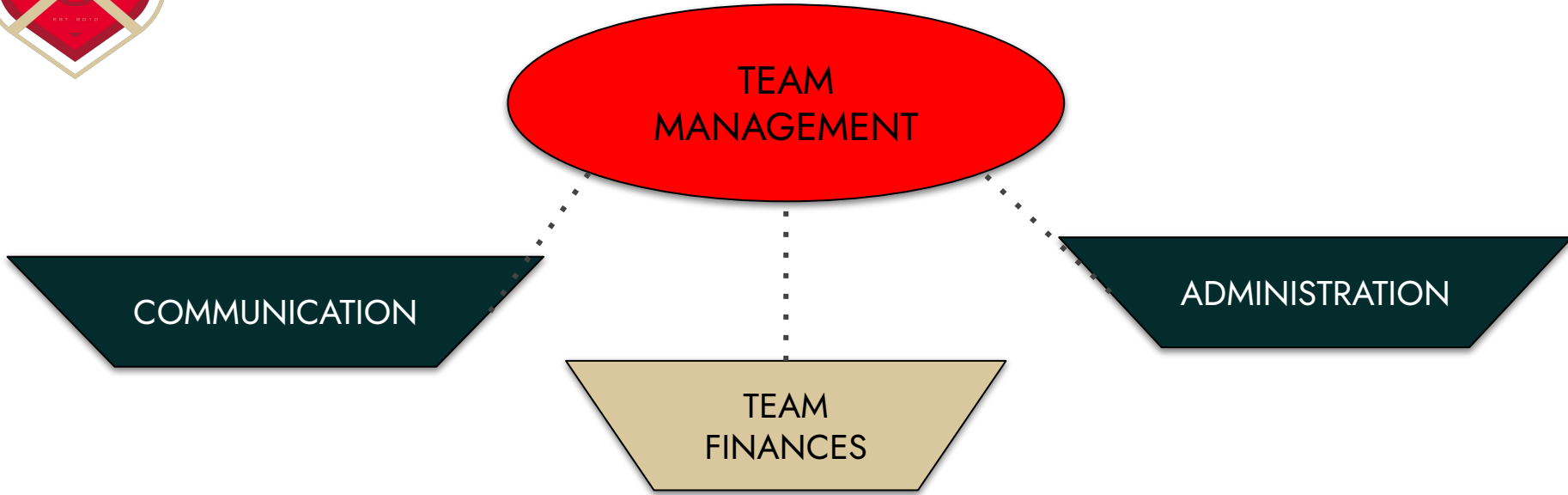


OFFICE SUPPORT

- There is office support available to help with any team issues
 - Generating player passes
 - Getting club pass players approved
 - Travel permits for out of state tournaments
 - Parent problems
 - Any issues with LSA or GotSport
- BOYS - Martha Valdin
- GIRLS - JD BARBARA
- FIELDS - Jason Dormady
- [Manager FAQs](#)



TEAM MANAGEMENT





TEAM MANAGEMENT

COMMUNICATION

- Forwarding Club Information
- Coordinating Coach's Information
- Voicing Parent Perspectives
- Game Day and Training Information

ADMINISTRATION

- Scheduling
- League and Tournament Registration
- Credentials and Forms
- Score Reporting

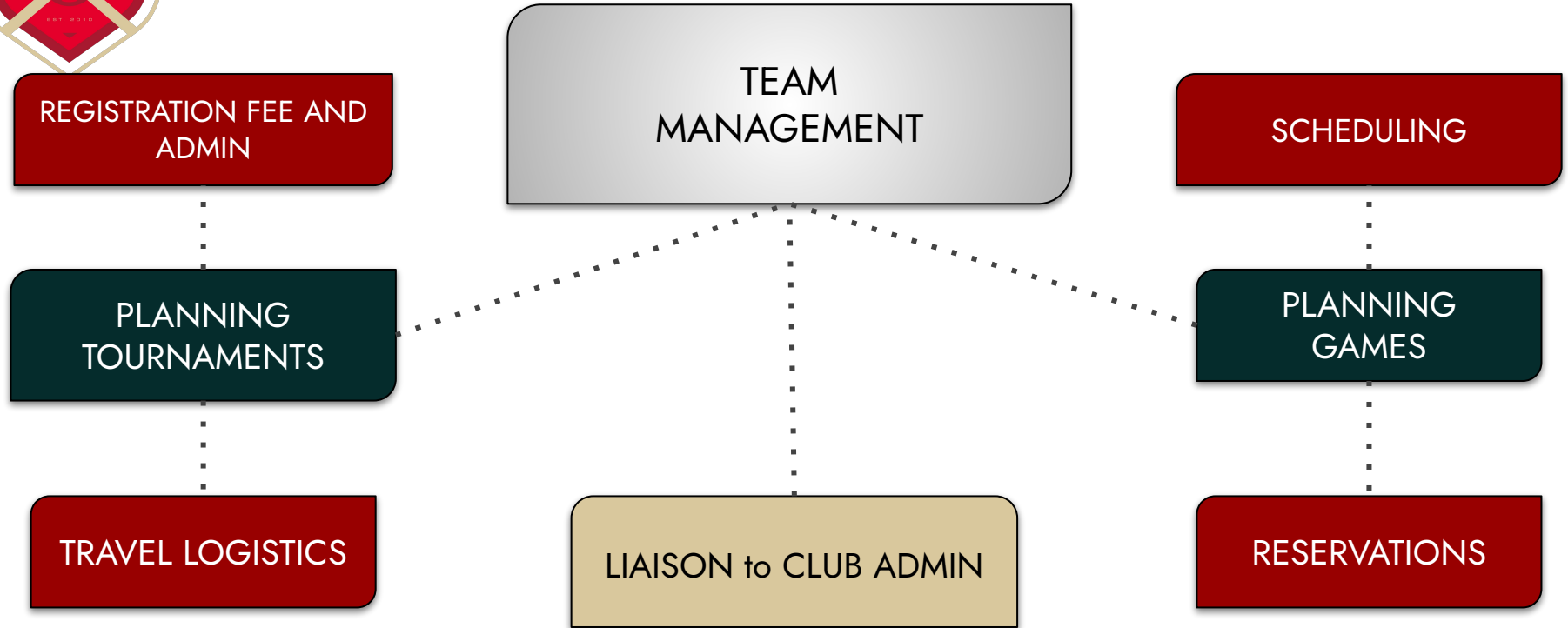
TEAM FINANCES

- Budgeting
- Team Fee Collection
- League and Tournament Payment
- Referee Payment
- Coach's Travel Compensation





TEAM MANAGEMENT BASICS





TEAM MANAGEMENT ROLES

TEAM
MANAGER

TREASURER

SCHEDULER

GAME DAY COORDINATOR

ACTIVITIES COORDINATOR

MEDIA COORDINATOR

HOTEL COORDINATOR



TEAM MANAGEMENT ROLES

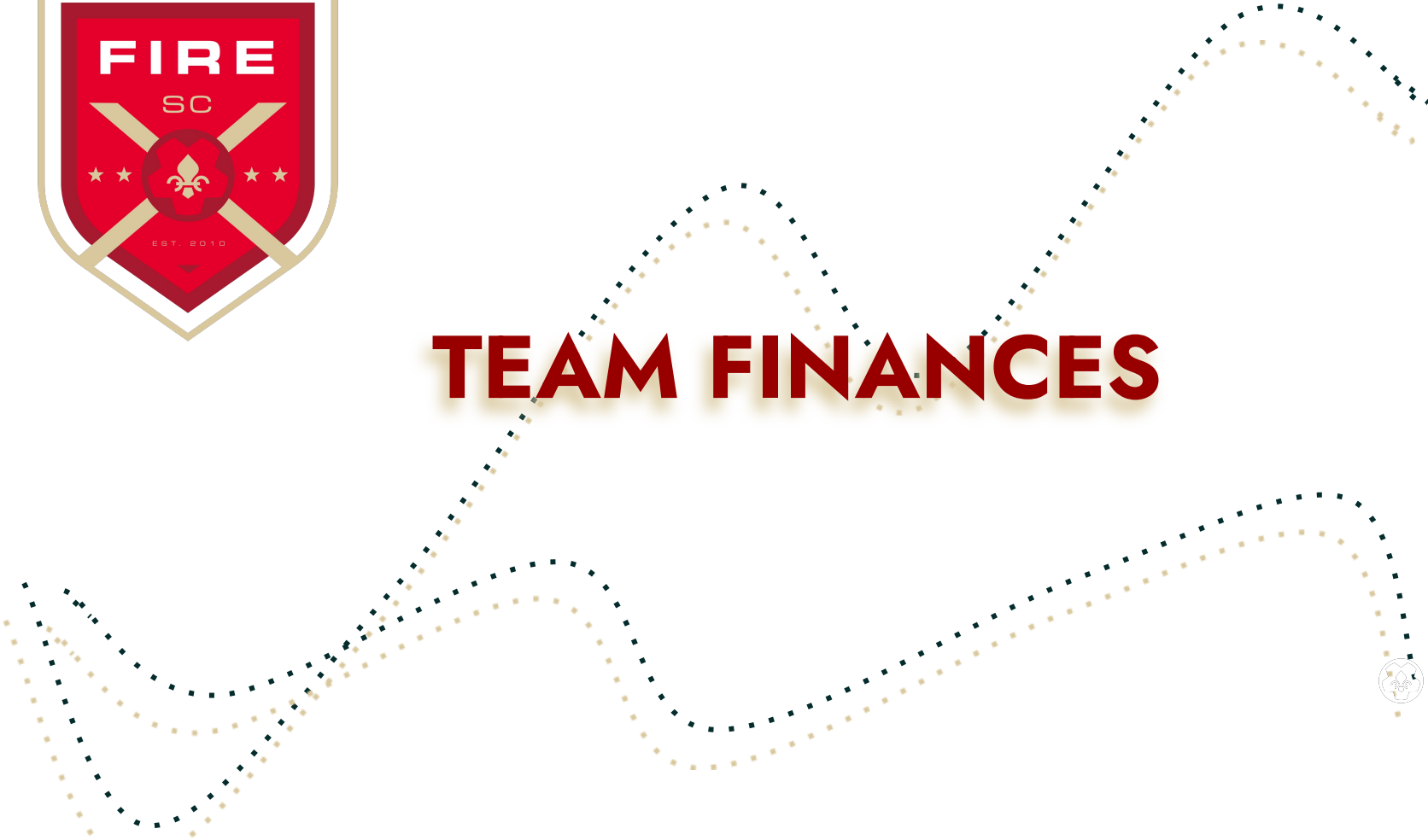
- Communications
- Treasurer
- Scheduler

*All management team members who need GotSport access must be credentialed

- **Hotel Coordinator - Finds Group Rates and Hotel Blocks**
 - Stay-to-Play
- **Game Day Coordinator**
 - Veo
 - Bench
 - Tent
- **NEW FOR 24-25: Social Media Coordinator**
 - Correspondence with JD Barbara - Media@lafiresoccer.com



TEAM FINANCES





TEAM FINANCES

TEAM BUDGET

STATE and
REGIONAL
LEAGUE
REGISTRATIONS

PLANNING
TOURNAMENTS

PLANNING
GAMES

MISC. TEAM
NEEDS

REGISTRATION
FEE

REFEREE FEES

BENCH / TENT

COACH'S
TRAVEL EXPENSE

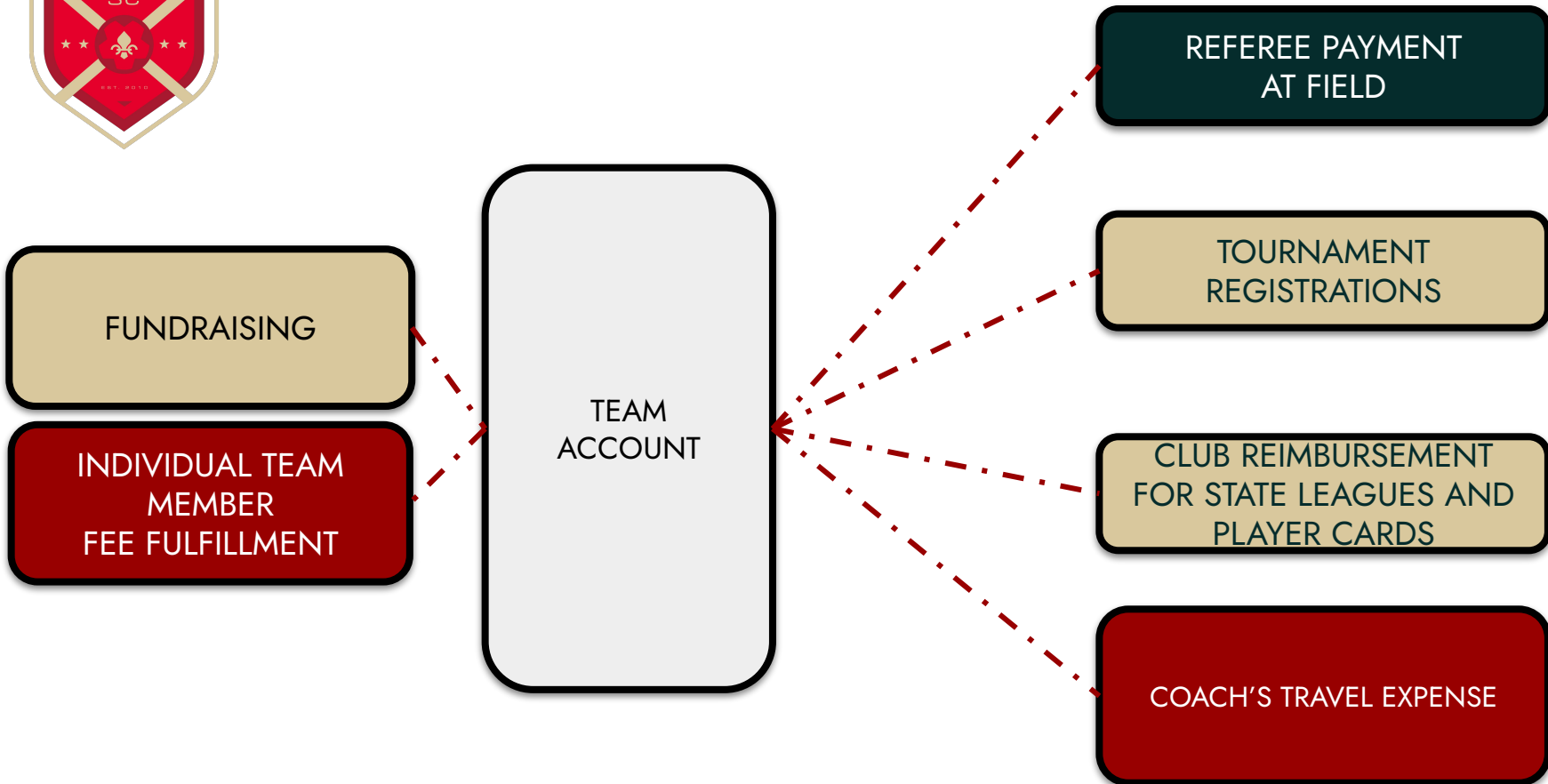
COACH'S
TRAVEL EXPENSE

VEO
SUBSCRIPTION

BALLS



TEAM FINANCES





LEAGUE REGISTRATIONS

USYS

- LC SL FEE: \$250
- STATE CUP FEE: \$700
- PRESIDENTS CUP FEE: \$700
- OPEN CUP: \$500
- BOB ABBOTT: \$500

- MidSouth Reg Fee:
 - 1st Division: \$950
 - 2nd Division: \$750

US CLUB

- GSPL: \$500

- UII/UI2: \$19.25 (last year)
- UI3+: \$25.25
- Staff + Background Check: \$26.85



COACH TRAVEL COMPENSATION

- Coaches now submit reimbursement requests through Playmetrics
- Coaches will usually do so the week of the event or travel date
- The team Treasurer views the requests and approves
- Coaches receive the compensation through a direct transfer from the team account

Hotel - \$160 (one saturday night room)

Per Diem - \$100 (Sat and Sun meals - \$50 per day)

Mileage \$201 (300 miles, round trip x \$0.67)

Total - \$460 OR \$230 per team (coach brings both teams to a tournament)

A coach never gets paid twice for per diem, hotel and mileage. If your team shares a coach with another team, and that team attends the same tournament or goes to the same location on the same day, each team splits the cost.

- Mileage is the IRS limit continued from the fall of \$0.67



COACH PER DIEM

Per Diem is paid for reimbursement of the coach's meals.

• **In Town** Tournaments, LCSL games, training matches \$0.00 Tournaments in the Metropolitan area (New Orleans, Metairie Kenner, Westbank)

Out of town Games, tournaments and events *within 100 miles requiring no hotel stay*

• \$35.00 per day for full day (2+ games or over 5 hours of travel+field time)

• \$17.50 per day (for 1 game or less than 5 hours of travel+field time)

Out of town games, tournaments, and events over 100 miles requiring no hotel stay \$35 per day

Out of Town Games, tournaments, and events over 100 miles where hotel stay is required.

Friday Travel Day - \$17.50 (if required)

Saturday game(s) - \$50

Sunday game(s) - \$50

Regional or Showcase events which are 3 days or more \$50 Per Day



FUNDRAISING

“Let Them Play” Campaign Goals

- Stabilize registration costs year on year
- Improve facilities and equipment
- Award financial packages and scholarships
 - Utilize FACTS system for transparency and fairness

New Sponsorship Opportunities:

[Sponsorship Packages](#)

[Player Sponsors](#)

[Banner Up Campaign](#)

[Monthly Newsletter](#)





FUNDRAISING

“BANNER UP”

Main Fall Season Fundraiser

LFSC and Individual team Collaboration

- All proceeds go to the “Let Them Play” campaign
- Club will award 10% of all funds raised back to respective teams to be used for team fees
- Team incentives for participation including tournament entry fees waived, gift cards, apparel etc - teams that raise the most money
- Connect our current population with the club/community



BANNER UP

Each team will attempt to gather businesses and individuals to purchase:

Field Banner (\$1000) or a Website/Newsletter link (\$500)

Teams are encouraged to reach out to potential relations or companies/people without affiliation, local or outside the metro area, with the information, club will handle everything else (low touch)

****Deadline Sept 30****



SCHEDULING and GAME DAY



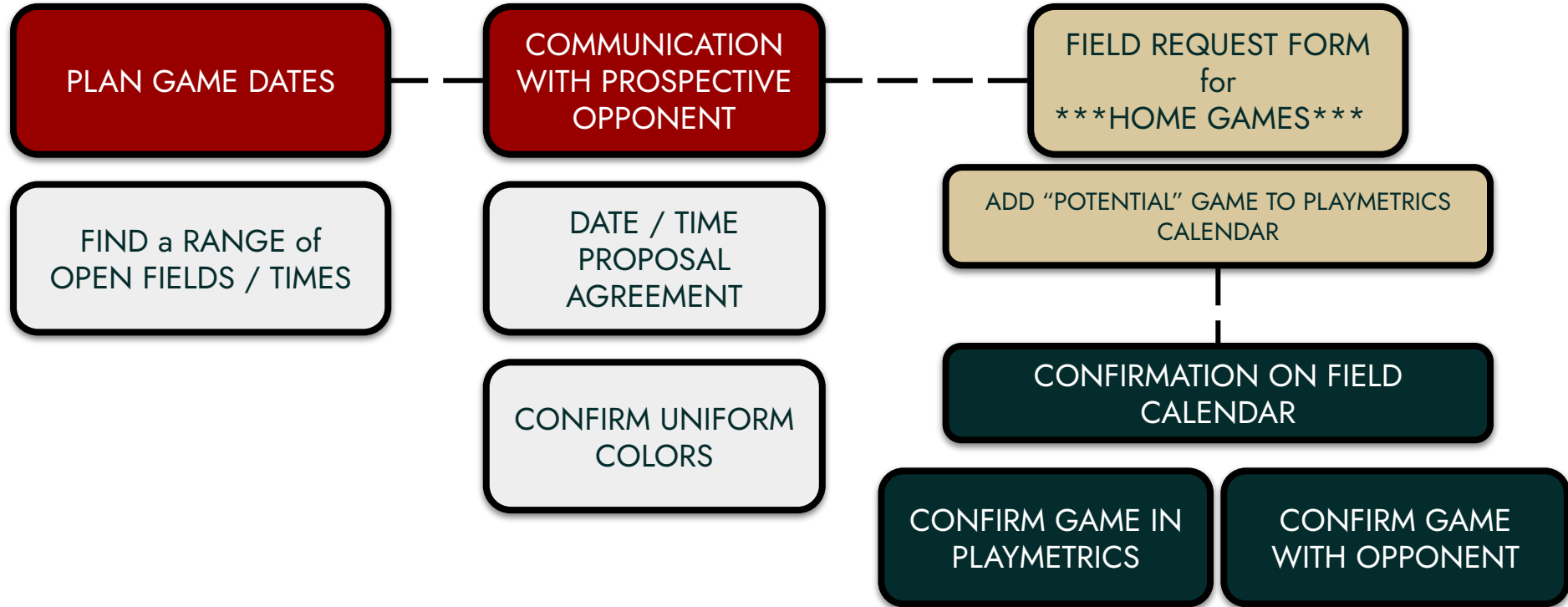


GAME SCHEDULE REQUESTS

- Fields open for Games August 4th
- Request Games and View Availability through hyperlinks on emails from Fields@lafiresoccer.com
- Use TBD location until Field reservation is confirmed on Field Calendar
- Friday Night Games available on turf and grass
- Saturdays - Odd times: 9AM, 11AM
- Sundays - Even times: 8AM, 10AM



FIELD RESERVATIONS and GAME SCHEDULING





GAME SCHEDULE DATES

Blackouts on Calendar

- SELASA, GNOWSL - Sunday Mornings on Grass Fields
- Xavier University Home Games - TURF - dates vary
- Lafreniere Park Events
 - City Park Utilized



GAME SCHEDULE DATES

- Fire Tournaments - Sept 20-22, Nov 1-3
- Que Pasa Fest - October 5-6
- Halloween Event - October 19
- Top Taco - Thursday October 24**, Saturday October 26
- Xavier Field 7 - Sat Aug 31, Sat Sept 28, Sat Oct 12, Sat Nov 9, Sat Nov 16 (Field 8 available)



GAME DAY

COMMUNICATION TO TEAM

DATE / FIELD / TIME

UNIFORMS

ARRIVAL TIME

PRE - GAME

PLAYER CARDS

GAME SHEET

REF FEES

POST - GAME

COLLECT CARDS
and SHEET
SIGNATURES

SCORE
REPORTING



REFEREE FEES

Referee Rates are based on USYS national standards.

U10-U12 9v9 Friendlies

Only 1 center referee assigned

\$40/Game

U11-U12 LCSL League Games

3 Referees Required

Center Referee: \$40

AR1 and AR 2: \$25 each

Total Required : \$90 - to be divided between both teams

U13-14 LCSL League Games and Friendlies

3 Referees Required

Center Referee: \$50

AR1 and AR 2: \$35 each

Total Required : \$120 - to be divided between both teams

U15-16 LCSL League Games and Friendlies

3 Referees Required

Center Referee: \$55

AR1 and AR 2: \$45 each

Total Required : \$145 - to be divided between both teams

U17-19 LCSL League Games and Friendlies

3 Referees Required

Center Referee: \$65

AR1 and AR 2: \$55 each

Total Required : \$175 - to be divided between both teams



REFEREE FEES

- Fees are split 50% by each team
- Team Treasurer will use Team Account Debit Card to access Cash from ATM or Make Playmetrics Direct Deposit Transfer to own account to avoid ATM Fees
- Correct Change Needed to break payment between Center Ref, AR 1, and AR 2



CANCELLATIONS

- Game Cancellations must follow outlined protocol
- Cancellations or Changes must be made 48 hours prior to kickoff
- Cancellations or changes inside of the 48 hour window
 - Teams responsible for Referee Fee Payment
 - Club deducts Referee Fees directly from team account



CANCELLATIONS

Game canceled 4/14 10B Red

to me ▼

4/14 2p Canceled game

10B Red v MSC 2010B Elite Grey

Need to change the following game:

Currently:

Sunday April 7

2:00pm

Turf 7: 11G Navy vs BRSC 11G Red U13 LC SL 656

Move to:

Saturday Feb 24

3:00 pm

Turf 7: 11G Navy vs BRSC 11G Red U13 LC SL 656



SCORE REPORTING

- **LCSL Housekeeping Items:**
- All games must be entered in the system 10 days before the event.
- All scores are to be inputted into GotSport within 24 hours of the game. The home team is responsible for inputting the score and any misconducts. All red card game reports should be emailed to kay@lsa-soccer.org or text to 919-417-4073.
- If you need a refresher on how to schedule a game in GotSport, please follow the link: <https://www.playlouisianasoccer.org/lcsl/managers-notebook/>
- If you need a refresher on LCSL Game Day Procedures and rules (Managers Notebook), please follow the link: <https://www.playlouisianasoccer.org/lcsl/managers-notebook/>
- If you need a refresher on club passing, please following the link: <https://www.playlouisianasoccer.org/lcsl/club-passing/>
- Please review your jersey numbers to make sure they are correct and in the system.



TRAINING





TRAINING SCHEDULES

- All Training Sessions are posted on the Playmetrics Field Plan by the Fields Coordinator
- Requests for Changes to Fields/Times may be made through email to Fields@lafiresoccer.com
- First Training Plan Term - August 12th - October 10th
- U10-U14 Second Phase Training Plan - October 11th through November 7th



TRAINING SCHEDULES

- **Field Space and Goals**
 - **Field 3 and 4 Lights at Lafreniere**
 - **One Turf Night**
 - **3 Teams**
 - **1 team ½ Field**
 - **2 teams ¼ Field**
- **Rainout Schedule**
- **High School Season / Daylight Savings**



COACHES' MEETINGS

- Tuesday September 24th
- Thursday October 24 - (Lafreniere Park Event)



THE COACH And THE MANAGER





THE UNIFIED MESSAGE

The Coach and Manager coordinate messages to the team

- Changes to the schedule
- Changes in procedure

It is not uncommon for a Coach and a Manager to communicate daily

Answering the needs and concerns of the team requires a trusted set of ears on the parent sideline



COACH'S RESPONSIBILITY

- All coaches should attend all of their teams' practices and games
- It is the coach's responsibility to find cover for a practice they are unable to attend.
- Inability to attend practice or games - coaches to notify Hubie and Keir on the boys side and Bobby on the girls side even if they have found coverage.

*****A covering coach must be background checked and LSA approved in order to work with an LA Fire Team.**



COACH'S RESPONSIBILITY

Managers are required to be LSA Credentialed:

- Background Checked
- Concussion Protocol
- SafeSport: Safe Environment training

Managers appear on the roster and could be asked to be on the sideline for a game in a worst case scenario:

- Coach's Last Minute Emergency
- Coach Red Card



GUEST PLAYER and CLUB PASSES

- Most tournaments allow Guest or Club Pass Players to be added to the Roster
- Inviting Players should only be used when a team has critical need for additional players when rostered players have attendance conflicts
- Club Protocol for Requesting Guests **MUST** be followed
 - The team coach must speak to the players coach **FIRST** and gain permission to use the player.
 - The Guest's Coach must inquire with the player's parents about availability



GUEST PLAYER and CLUB PASSES

- Once Permission and Availability is “green lighted”, the requesting team’s manager may contact the office about:
 - Club Pass Forms
 - Guest Player Forms
 - Invited Player’s Player Card



QUESTIONS

- [Manager FAQs](#)

