



Team Manager Manual and Guide

2025-2026 SEASON

Welcome to SC Wave! Thank you for accepting the important role of Team Manager for the 2025–2026 season. Your contribution is key to making this a successful and enjoyable year for everyone.

Below is your Team Manager Manual & Guide to help you navigate your responsibilities with ease. Please keep this handy throughout the season and don't hesitate to reach out if you have any questions.

SC Wave Team Manager Manual & Guide

2025–2026 Season

Welcome!

Thank you for stepping into the vital role of Team Manager. Your contribution is essential to a smooth and successful season, and we truly appreciate your time, energy, and commitment.

This guide is designed to help you understand your responsibilities and navigate the season with clarity and confidence. While it outlines key expectations, please remember that every team is different—tasks may vary depending on the team's age group, level of competition, and coach preferences.

If you have suggestions or updates for future versions of this manual, please contact:

Shan Amini – Executive Director of Soccer Operations

Phone: 414-915-6092

Email: shana@rocventures.org

Your Role as Team Manager

The Team Manager acts as the primary liaison between the coach, families, players, and the SC Wave administrative team. You'll help keep the team organized, informed, and running efficiently.

While some duties may be delegated to other parents, your main responsibilities include:

Communication

- Be the central contact point for all non-coaching matters.
- Direct questions about player selection, positions, or playing time to the coach. Please do not interpret or explain coach decisions—encourage families to speak with the coach directly.

Scheduling & Team Updates

- Send out practice schedules, game information, and other announcements.
- Use PlayMetrics and email for communication.
- For teams U16 and older, please also email players directly as they may drive themselves.

Game Day & Team Administration

- Keep organized records including team rosters, player passes (if applicable), match cards, referee fee envelopes, and game scores.
(Note: Player passes are not required for U10 and under, or for State League and SECL teams.)

Match Day Reports

- Print game day documents (rosters, match cards).
- Submit final scores as required by your league. Your coach will help guide you.

Tips for Successful Management

- Be approachable and respectful—listening can often be the best solution.
- Maintain confidentiality—treat private information with care.
- Encourage parent involvement by asking for volunteers.
- Handle issues privately, not in public.
- Support the coach by letting them lead all coaching decisions.
- Be consistent and fair in your dealings with families.

Player Requirements

Player Registration

- Players register online at www.scwave.org.
- New players create an account; returning players update theirs.
- Questions? Contact Registrar Aimee Amini at aimeea@rocventures.org.

Refunds

- SC Wave has a no refund policy. Requests go to the Executive Director.
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Player Passes

When Passes Are Not Required:

- Players U10 and younger
- State League and SECL teams
- Recreational teams
- GA and MLS NEXT players

When Passes May Be Required:

- Out-of-state tournaments
- Certain regional or national competitions

If required, reach out to the Registrar and she will submit the request to have player passes produced. Please request your player passes a minimum of one week prior to needing them. Always ensure you have all player cards before leaving games or tournaments. Replacement card costs are team responsibility.

Club Passed Players

- Must be rostered with SC Wave.
- Require a copy of their home team roster.
- Follow league or tournament rules on eligibility and quantity.
- Visit the WYSA website for details.

Risk Management & Coaching Passes

- Coaches and assistants must complete WYSA Risk Management.
 - Managers only need a pass if the coach requests them on the sideline.
 - Coaching passes are now downloaded and printed by coaches.
- More info: [WYSA Risk Management](#)
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Team Finances

- Teams pay their own seasonal expenses (extra tournaments, coach travel, training).
 - Maintain a team budget and payment records.
 - Notify the Coach if families fall behind on their team payments.
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Coach Expenses

Out-of-Town Tournaments & Weekends:

- Team pays coach hotel fees
- Mileage: \$70 per 100 miles driven
- Airfare/ car rental if needed
- Per diem: \$50/day

Extra Tournaments:

- Same travel costs plus \$50/game coaching fee

Off-Season Training:

- \$35 per game/session (indoor, futsal, training)

Payments go directly from manager to coach.

League Play

- Coach will guide you on league rules, scheduling, and procedures.
- Print rosters and match cards as required.
- Submit game results promptly.

Referee Payments

- Each team pays half the referee fees before each game.
 - Request funds after schedules are posted by emailing: shana@rocventures.org
Include your name, address, team name, league, and amount requested.
 - Site directors may distribute cash in some locations.
 - Only pay referees who show up. Return any unused funds to Shan Amini.
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Tournaments

Club-Covered Tournaments:

- Register online, choose "Pay by check," and send confirmation to the Executive Director.
- Club will pay after confirming registrations.

Additional Tournaments:

- Teams pay directly unless told otherwise. Ask about discounts.

Travel Requirements:

- Complete WYSA Notification to Travel for out-of-state events.
- Stay-to-Play hotels must be used to avoid disqualification.
- Don't buy airfare until registration is confirmed.

SC Wave Contacts

Executive Director of Soccer Operations:

Shan Amini | shana@rocventures.org | 414-915-6092

Registrar:

Aimee Amini | aimeea@rocventures.org | 414-202-8693

Concessions Supervisor / Project Supervisor:

Jenny Mollé | jmollescw@gmail.com | 262-661-6442

Director of Coaching:

Marcio Leite | marcioleite7@hotmail.com | 414-460-9165

Field Assignor:

Shan Amini | shana@rocventures.org

MLS NEXT Director - Homegrown Division:

Daniel Mattos | danielmartini07@gmail.com | 850-791-0998

MLS NEXT Director - Academy Division:

Andre Hayne | andre_hayne@hotmail.com | 636-634-5212

Girls Academy Director:

Paul Sikinger | pasikinger08@gmail.com | 262-424-7039

Girls Academy Administrator:

Kelly Burkemper | kburkemper@gmail.com | 312-925-9803

Academy Director - Waukesha/Greendale:

Tylor Bacher | scwacademydirector@gmail.com | 262-510-3748

Thanks again for volunteering to be a Team Manager! Your role is key to the success of the team and club.

If you have any questions or need assistance, please reach out.

Best wishes for a great season!