



Team Manager Manual and Guide

2020

Overview

Welcome to SC Wave!! You've survived tryouts and team selections. You've accepted the role of manager of your team. We thank you in advance for all the work you're about to do.

The purpose of this document is to welcome and advise managers to all info needed for your season's responsibilities. Please consider this manual as a guide that will require modification according to your team's specific circumstances. Managers for the younger ages will not have as many responsibilities as managers for the older teams.

Any changes or corrections to this document should be directed to shanamini26@gmail.com so the changes can be considered for incorporation into the next version of this document.

This manual was created and will be maintained by:

- Shan Amini – Executive Director of Soccer Operations SC Wave – 414-915-6092; shanamini26@gmail.com

The following will be referred to herein as stated in parenthesis:

- SC Wave (SCW)
- Wisconsin Youth Soccer Association (WYSA)
- National League Midwest Conference (MWC)
- Waukesha Area Recreational League (WARS)

Team Manager Responsibilities

The Team Manager is the liaison between the coach, parents, players and SCW. In addition, the Team Manager will perform the following duties or may delegate some of the duties to another parent on the team.

- It is important that the Team Manager support the coach by directing all questions concerning player selection, player positions and playing time to the coach. DO NOT attempt to explain a coach's reasoning. Ask the parents or player to speak to the coach directly.
- Keep the team organized and running smoothly by communicating practice information and game schedules to the families.
- Maintain all records and information relevant to game play (e.g. player cards, recording game scores, etc.)
- Fill out and apply for Leagues and Tournaments (depending on age group)
- Complete any League game reports – printing score sheets and reporting scores

It is very important Team Managers communicate regularly with the players and their parents. Communications can be handled via meetings, TeamSnap, phone calls and regular emails. For U16 teams and older, it's a good idea to email the players as well. Older players generally drive themselves to practices, therefore, less face-to-face interaction between Team Managers and the parents.

What else can you do to prepare for the Team Manager responsibility?

- Be willing to listen to parent's complaints and concerns.
- Keep private information provided to you in confidence.
- Encourage parents to become active participants in the SCW organization. Don't be afraid to ask them to help out!
- Handle confrontations one-on-one, not in a public setting. Be willing to listen – often that will be all that is truly needed.
- Allow the coach to make all the coaching decisions. Don't make promises for which you have no authority.
- Be consistent and fair in your dealings with parents and players.

Player Requirements

Player Registration

Player Registration is completed online through the SCW website: www.scwave.org. New players to SCW will have to complete the registration process and returning players can logon to their account to make updates. If there are questions with the registration process contact the SCW Registrar.

Refunds of Fees

Request for refunds of SCW fees must be addressed to the SCW Executive Director of Soccer Operations. SC Wave does have a no refund policy.

Player Cards

The United States Youth Soccer Association (USYSA) is the governing board for youth soccer in the United States. WYSA assumes responsibility for player organization and control on behalf of the USYSA in Wisconsin. To manage such a large group of players, coaches and administrators, it uses a set of registration forms for players, coaches, League officials and Team Managers (or administrators).

Players on teams U10 and below do not receive players passes. Recreational teams do not receive player passes.

Each player must have a current permanent USYSA player pass (player card) issued by WYSA. These cards are checked prior to each game by the referees. Without them, your players cannot participate.

- The SCW Registrar will obtain from WYSA a player card for each player.
- Team Manager will be contacted by the SCW Registrar as to where and when the cards can be picked up.

- Hole punch the top left-hand corner of each card and place on a ring.
- The player cards must be brought to each game and given to the referee prior to the game.
- The cards must also be presented at the time of check-in for any tournaments your team will participate in.
- Without the cards, the game will be forfeited.
- Cards are verified by the referees prior to the game start.
- VERY IMPORTANT: Make sure you have all player cards before you leave a game or tournament.
- There is a fee for replacement cards. The cost will be the responsibility of the team.

Player Changes

Adding a New Player Mid-Season

- A new player is one that is not currently registered with WYSA as a member of any recreational or competitive club team.
- A new player can be added at any time during the season as long as the team roster has not reached its limit.
- All prospective new players must contact the SCW Coaching Director or SCW Executive Director of Soccer Operations.
- If the coach decides to add a new player, contact the SCW Registrar to ensure a player card is made and a new team roster is created.
- You will have to collect a Medical Release Form for the new player.

Club Passed Players / Guest Players

- A Club Passed player is a player that is rostered on another SCW team. Read the specific rules on Club Passed players on the WYSA website.
- A Guest player is a player that is rostered on an outside club's team and is either the same age or younger.
- If you are using a Club Passed or Guest player for a tournament, you will need his/her player card, Medical Release Form and a copy of his/her team roster.
- If you have a player who is borrowed by another team, the same information is to be provided to the other Team Manager.
- It is your responsibility to ensure that the information is returned to the other team.
- There are specific guidelines as to what players and how many can be Club Passed or can be Guest players. It is dependent on the league or tournament you are playing in. Reference the league's or tournament's rules.
- For tournaments, you may be required to fill out a WYSA Guest Player form that can be found online at www.wiyouthsoccer.com. Carefully read the tournament requirements.

Coach/Assist Coaches/ Team Manager Requirements

Risk Management Passes

In the past, the WYSA issued coaches passes and manager passes looked very similar to a player card. The WYSA has changed its policy and NOW requires all coaches, assistant coaches and managers to have and if asked provide their WYSA Pass Card on the sidelines during any competition. A WYSA Pass Card is obtained by registering online with the WYSA. Approved passes are valid for a period of 2 years.

Managers are not required to obtain a pass unless the coach specifically requests them to be on the sidelines with the team.

What is a WYSA Pass Card: Verifies that the card holder is properly registered with the WYSA and has completed an eKidsafe Disclosure Statement. All eKidsafe Disclosure Statements are kept on file electronically at the state office of the Wisconsin Youth Soccer Association. The Wisconsin Youth Soccer Association will complete a State of Wisconsin criminal background check on all volunteer applicants. If any of the criminal background checks shows a conviction or convictions that displays a pattern of behavior that may have a detrimental effect on children, that person will be advised that he or she is not eligible to begin their role or continue in their role with the Wisconsin Youth Soccer Association or its affiliate member. For more information reference the WYSA website.

SC Wave does not take care of these passes nor does SCW pay the processing fee required by WYSA. It is the responsibility of the individual. Questions have arisen about the cost of the extra passes. Some Managers and Assist Coaches pay for a WYSA Pass Card themselves. Another option is to distribute the cost of the pass(es) amongst the team. SCW leaves it to the discretion of the team.

Procedure to obtain a NEW WYSA Pass Card:

The WYSA website is a bit clumsy, the WYSA Pass Card can be found by clicking the heading "Risk Management/Coaches Pass" under the Coaches dropdown menu.

A photo of the applicant must accompany all WYSA Pass Card applications. Applicants are encouraged to upload a digital photo at the time of registration however you may submit a hard copy to State Office. (Please include your confirmation page and write your name on the back side of your photo.)

WYSA Pass Cards are mailed to the SCW Executive Director of Soccer Operations or designated contact for distribution.

Procedure to renew a WYSA Pass Card:

Login or create a new account in the Risk Management program. Again, this can be found by clicking the heading "Risk Management/Coaches Pass" under the Coaches dropdown menu.

An updated photo is optional. Upon completion, a receipt page will be displayed. Print your receipt and mail it to the State Office together with the expired pass. Your new card will be printed and mailed directly to your home address.

Please note: NO WYSA Pass Card renewals will be processed without the submission of an expired card.

Team Finances

Financial Responsibilities

Each team is responsible for paying its own expenses during the season. These expenses include additional tournament entry fees and extraneous coaching expenses such as extra team training hours and travel expenses. It is the Team Manager's responsibilities to maintain an accounting sheet for each player on the team and to ensure that each pays his/her share of team expenses. Players who fail to keep current their financial obligations after repeated requests should be brought to the attention of the SCW Executive Director of Soccer Operations. Ask for advice on how to handle this situation.

Coaches Expenses

Coaching expenses for tournaments are additional and payable by the team. SCW fees do not cover travel expenses for coaches. The SCW fee also does not cover any training hours outside of the soccer season(s). Direct all questions pertaining to what is considered time outside the soccer season and what rate coaches may charge to the SCW Coaching Director.

It is reasonable and expected that teams pay for the head coach's hotel, airfare or gas, and parking expenses for tournaments away from the Waukesha area. Prior to collecting fees provide the team a full breakdown of all costs showing what they are paying for and that it is being divided equally among all players including scholarship players.

Team Binder

Each team is suggested to carry at all games and tournaments a team binder or folder. The following outlines what should be included:

- Official Wisconsin State team roster
- Medical Release Forms for each player
- Player Cards – most refs prefer them on a metal ring in alphabetical order
- Phone list of all players, parents, and coaches
- League or tournament schedules
- Game Day Reports – if required by the league
- Game Day rosters – if required by the league

League Play

Our teams currently play in several leagues depending on their age group and level of play. We will attempt a brief overview of each league but each manager should go to the league's website and read all the current rules and information for the league. Each league has different levels based on the competition. The SCW Coaching Director, SCW Select Director, and your coach determine what league(s) the team plays in.

Waukesha Area Recreational League (WARS) U7-U14

WARS does not have an official website. Schedules for the league will be sent to the coach or manager of each team.

Bring to all games:

- Referee money – see the Referees Section of this manual for payment fees. Each team pays 1/2 of referee fees for each game.
- Medical Release form for each player
- Game ball – each team will be asked to provide a game ball. Discuss this with the coach. A player's practice ball can be used or the team can purchase a specific game ball.

Before the Game:

- Pay the Referees (only pay the refs that are present).

Academy – Ages U7-U10

League: Wisconsin State League – Southeast Classic League (SECL) Website: www.wiyouthsoccer.com

League registration is completed by the SCW Registrar not the Team Manager. Game Schedules can be found on the WYSA website. WARS schedules will be sent to the coach/manager of the team.

Game Day Check List

Bring to all games:

- Wisconsin State Roster
- WYSA Game report (download from the WYSA website) - Club Passed players must be listed with all requested information, failure to provide requested information on Club Passed players will result in fines and forfeiture of the game
- Referee money – see the Referees Section of this manual for payment fees. Each team pays 1/2 of referee fees for each game.
- Medical Release form for each player
- Game ball – each team will be asked to provide a game ball. Discuss this with the coach. A player's practice ball can be used or the team can purchase a specific game ball.

Before the Game:

- Give the referees a copy of your Wisconsin State Roster and the WYSA Game report. They will keep these copies.
- Pay the Referees (only pay the refs that are present).
- Present the player cards – some refs may hold on to the cards for the duration of the game. Other refs may give you the cards back after they check-in the team.

JUST REMEMBER NOT TO LEAVE THE GAME WITHOUT ALL YOUR PLAYER CARDS.

After the Game:

- Managers must go to the WYSA website and enter in game scores. The winning team is expected to enter the score but there is always confusion about this. It is best if you enter the score yourself.
- FYI - The referee will complete the "fair play and sportsmanship" grid of the official game report and enter the final score. The referee is expected to mail the completed report to the Wisconsin Youth Soccer Association Office within 48 hours of the completion of the match

Select – Ages U11-U18

League: Wisconsin State League – Southeast Classic League (SECL) Website: www.wiyouthsoccer.com

League registration is completed by the SCW Registrar. Game Schedules can be found on the WYSA website.

Game Schedules can be found on the WYSA website.

Game Day Check List

Bring to all games:

- Wisconsin State Roster
- Player Cards
- WYSA Game report (download from the WYSA website) - Club Passed players must be listed with all requested information, failure to provide requested information on Club Passed players will result in fines and forfeiture of the game
- Referee money – see the Referees Section of this manual for payment fees. Each team pays 1/2 of ref fees.
- Medical Release form for each player
- First Aid Kit – recommended
- Game ball – each team will be asked to provide a game ball. Discuss this with the coach. A player's practice ball can be used or the team can purchase a specific game ball.

Before the Game:

- Give the referees a copy of your Wisconsin State Roster and the WYSA Game report. They will keep these copies.
- Pay the Referees (only pay the refs that are present).
- Present the player cards – some refs may hold on to the cards for the duration of the game. Other refs may give you the cards back after they check-in the team.

JUST REMEMBER NOT TO LEAVE THE GAME WITHOUT ALL YOUR PLAYER CARDS.

After the Game:

- Managers must go to the WYSA website and enter in game scores. The winning team is expected to enter the score but there is always confusion about this. It is best if you enter the score yourself.
- FYI - The referee will complete the “fair play and sportsmanship” grid of the official game report and enter the final score. The referee is expected to mail the completed report to the Wisconsin Youth Soccer Association Office within 48 hours of the completion of the match

National League Midwest Conference (MWC)

Best Information Source:

If you are playing in the MWC you must read as much as you can from US Youth Soccer Region II's Midwest Conference Website. You will find information about scheduling games, League rules, League contacts, and deadlines. WATCH the deadlines.

MWC League registration is completed by the Executive Director of Soccer Operations

One week before your first MWC game:

You must submit your team roster to the MWC at least seven days before your first MWC game. Be aware that the MWC Roster requires you obtain the signature of a WYSA official to verify the roster. Again, managers must carefully read all the rules on the MWC website. If you add Club Passed players during the season you will have to resubmit your team roster to the MWC – again you will need the WYSA official's signature. So make sure you give yourself a few days before the game to get this completed.

Then for each game you MUST bring a completed MWC Team Line-Up Form (downloaded from the MWC website) – this is also called a game day roster. This roster will identify all players on the bench, including Club Passed players. You must list all players on the sidelines – even injured players. Players not attending the game should not be listed or their name should be crossed off. The MWC Team Line-Up form states that you should bring three (3) copies of this report to give to the referee prior to each game. Then all copies are to be signed by the Referee with one copy going to each team and the third copy is attached to the Referee Report that is submitted to the MWC. Each referee does things differently, some will follow the MWC instructions and other referees will refuse to sign the extra two copies. Remember the other team is also giving the referee 3 copies of their MWC Team Line-Up form. Don't worry about this – just do what the ref wants.

Referees for MWC Games:

The MWC schedules all the referees for the MWC games. Each team pays 1/2 for the referee fees for each game. There are very specific instructions on the MWC website on how you pay the referees.

Cancelling/Rescheduling a MWC Game:

- If you need to cancel a MWC game that you are hosting – YOU MUST CONTACT THE MWC immediately so the referees are notified. If you do not give enough notice you will be responsible for still paying the referees.
- Discuss with the other team's manager an acceptable rescheduled date. If you are hosting the game you will have to contact the SCW Field Assignor if you need a SCW field, or make arrangements to rent another field.
- Email the MWC Commissioner with the new game date and location and the MWC will assign referees.

Game Day Check List

Bring to all games:

- Wisconsin State Roster
- Player Cards
- MWC Team Check-In form (downloaded from MWC website)
- MWC Team Line-Up Form (3 copies) (downloaded from MWC website)
- MWC Referee Report Form (downloaded from MWC website)
- MWC Referee Supplemental Referee Report Form (downloaded from MWC website)
- Referee money – follow the instructions from the MWC website for payment fees. Each team pays 1/2 of referee fees per game.
- Medical Release form for each player
- First Aid Kit – recommended
- Game ball – each team will be asked to provide a game ball. Discuss this with the coach. A player's practice ball can be used or the team can purchase a specific game ball.

REMEMBER NOT TO LEAVE THE GAME WITHOUT ALL YOUR PLAYER CARDS.

Referees

Referee Payment

For Academy/Recreational U10 and below, and U11-U18 Boy & Girls State Leagues , Premier, 1st Division, SECL -

Each team is responsible to pay 1/2 the fees to the referees before the start of each game. A chart of the referee fees can be found on the Wisconsin Youth Soccer Website.

Example:

You will need three envelopes containing 1/2 the money for each of the three referee positions. If your team is a U14 team you will have one envelope with \$18.00 and two envelopes with \$13.00 each. This will give a total of \$44.00 total for one game. Count the number of games in your league schedule (6 games for example) and multiply 6 x \$44.00 and you will need \$264 to cover referee fees for your league season.

Send an email to the Shanamini26@gmail.com with your name, address, team age (SC Wave Juniors 05 Girls - as example), what league you play in and the amount that you request. Do not request money until you've received your league schedule please. A check will be mailed to you. It is your job to cash the check and pay the referees in CASH.

For Greendale/New Berlin/Walworth/Washington County your site director will request the referee money and distribute it to you.

There may be games that you do not have three referees, please only pay the referees that show for the game. If the referee crew is expecting a full crew and one doesn't show up, request the money back from the referees. Any extra money from season referee fees needs to be returned to SCW Executive Director of Soccer Operations.

Tournaments

Team managers register their teams for each tournament.

The number of tournaments covered by your registration fees is based on your team program/level and age group. Full details for each program –Recreational, Academy, and Select –can be found under the PROGRAM section of the club's website, scwave.org.

For tournaments covered under your registration fees, each manager registers their team. The club then makes one payment to the tournament club for all confirmed SC Wave teams.

Please follow this process:

- 1) Register your team for each tournament your team is participating in.
- 2) Indicate payment by check.
- 3) Forward a copy of your electronic registration confirmation to the SCW Executive Director of Soccer Operations. If you do not receive an electronic confirmation, email the SCW Executive Director of Soccer Operations your tournament registration number, if one exists, the tournament name, your team name as registered, and the cost of the tournament.
- 4) The SCW Executive Director of Soccer Operations will then send payment to the tournament club for all confirmed SCW teams.

NOTE: Payments are only made for teams that have confirmed their registrations with the SCW Executive Director of Soccer Operations.

If your team participates in additional tournament(s), beyond those covered by your team's registration fees, you must register your team and make payment on behalf of your team. Please check with the SCW Executive Director of Soccer Operations before making payment in case a multiple team discount applies.

Teams will choose to play in a variety of tournaments throughout the season. There are many tournaments to select from locally, in Wisconsin, and throughout the country.

Tournaments can be found on the WYSA website and www.GotSoccer.com. When selecting a specific tournament, you will be directed to the Hosting Clubs website with all relevant information for that particular tournament (e.g. application form, tournament dates, registration fees, etc.).

Tournaments are ranked based on their level of competitiveness. The larger tournaments will typically have different levels of play for each age bracket (e.g. Gold, Silver, Bronze)

The team is responsible for covering all tournament related fees. Each family is responsible for their own expenses if required to travel or stay in a hotel.

If a team elects to travel outside of Wisconsin to participate in a tournament, a WYSA Notification to Travel online form must be completed and after approval it must be printed. This will meet all tournament requirements for "travel papers".

Guidelines for Tournament

After Tournaments are Chosen:

- Register the team by filling out the tournament application. This is done through hosting clubs website; confirm the last day to register and make payment. If your team is not registered by the deadline you may be placed on a waiting list.
- Make hotel arrangements (or have designated person handle) for team, including coach. Provide this information to team. Most tournaments are “Stay-to-Play” meaning they have a list of local hotels that teams are REQUIRED to stay at. If you choose not to stay at one of their required hotels your team could be disqualified from the tournament.
- Careful not to purchase airfare until your application is accepted and you are guaranteed a spot in the tournament.
- Pay for the tournament: See Tournament Fees under the Team Finances section of this manual.
- Complete online WYSA Notification to Travel form (“travel papers”) if tournament is outside of Wisconsin.

Weeks Prior to Tournament

- Watch for game schedules to be posted on the tournament website.
- Tournament representative may contact you with additional information about the tournament.
- Review this information carefully, as it will have detailed instructions on what you will need to bring to the tournament check-in, game schedules, tournament rules and other pertinent information.
- Communicate to the team the final game schedule.

Before Leaving for Tournament

- Team Manager should have the following:
- Official Wisconsin State team roster
- Guest Player information
- Specific Tournament papers – depends on the tournament
- Medical Release Forms for each player
- Player Cards – most refs prefer them on a metal ring in alphabetical order
- Phone list of all players, parents, and coaches
- Tournament schedules

At the Tournament

Team Check-in:

- This is usually held the night before, on occasion they will be one-hour prior to game time start, and will require validation of player cards, medical release forms
- Verify game schedule for any changes
- Understand the tournament rules
- Know the point system (e.g. 3-point system or 10-point system) – this will determine if you advance depending on how many points your team accumulates and how points tied are handled

SCW Coaches Team Fee Policy

This policy sets the limits for fees that can be charged by a coach to their team.

All collected fees and payments are to be made directly from the team manager to the coach.

If the coach has multiple teams attending an event, managers will coordinate to split payments by teams.

Out of town tournaments and regional league weekends:

- Coach’s hotel fees covered by team
- Teams cover \$20 per 100 miles driven in coach’s personal car to tournament

- Airfare and car rental if tournament is a significant distance
- Meals and food are not the responsibility of the team

Extra Tournament above the team requirement:

- All out of town costs remain the same as above
- Coach can charge an additional \$50.00 maximum per game for additional tournament

Off Season Training above team requirement:

- Coach can charge \$35 per indoor game
- Coach can charge \$35 per futsal game
- Coach can charge \$35 per indoor training session if all other obligations have been met

SC Wave Guest Player Policy

This policy sets the guidelines for players signed with SC Wave and guest playing in games and training with clubs outside of SC Wave.

Any player that is asked to train with another team outside of SC Wave must first receive permission from the following:

- Executive Director of Soccer Operations- Shan Amini
- Director of Coaching- Giuliano Oliviero
- The coach of their current team

This does not include camps or clinics that are open to all players

Any player that is asked to participate in games with teams outside of SC Wave must first receive permission from the following:

- Executive Director of Soccer Operations- Shan Amini
- Director of Coaching- Giuliano Oliviero
- The coach of their current team

If permission is granted the player must immediately return their player pass to the coach or manager of their SC Wave team.

If you as a player are being recruited to join a team please report the issue to the Executive Director of Soccer Operations- Shan Amini

SC Wave Contacts:

Executive Director of Soccer Operations - Shan Amini - shanamini26@gmail.com - 414-915-6092

Registrar- Aimee Amini - aimeemini@gmail.com - 414-202-8693

Director of Coaching - Giuliano Oliviero - goliviero@hotmail.com - 262-327-0926

Field Assignor – Shan Amini - shanamini26@gmail.com - 414-915-6092