

# Team Manager Manual and Guide 2023-2024 SEASON

## 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 the work you're about to do.

The purpose of this document is to welcome and advise managers to all information 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 [shana@rocventures.org](mailto:shana@rocventures.org) 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;  
[shana@rocventures.org](mailto:shana@rocventures.org)

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

- SC Wave (SCW)
- Wisconsin Youth Soccer Association (WYSA)
- National League Midwest Conference (MWC)
- Southeast Classic League (SECL)
- Developmental League (SECL D)
- Girls Academy (GA)
- Elite 64 (E64)
- National Academy League (NAL)

## 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. We recommend setting up a TeamSnap account and splitting up the annual fee amongst the whole team.

It is very important Team Managers communicate regularly with the players and their parents. Communications can be handled via TeamSnap 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.

- Maintain all records and information relevant to game play e.g. team roster, player passes when required, referee fees, recording game scores, etc.

(Player passes are NOT Required for U10 and under. Also NOT required for State League and SECL teams)

- Complete any League game reports – printing Match Cards/Game Day Rosters and reporting scores (Please ask your coach for guidance on where to find these requirements)

## 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](http://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, Aimee Amini - [aimeea@rocventures.org](mailto:aimeea@rocventures.org).

### 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 Passes

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).

Player Passes are no longer required for State, Classic, SECL Leagues in the State of WI. The player photo is listed on the State Roster. Some other leagues require them and most out of state tournaments require them.

Players in the GA and MLS NEXT do not receive player passes. Players on teams U10 and below do not receive player passes. Recreational teams do not receive player passes.

- The SCW Registrar will obtain from WYSA a player pass for each player.
- Team Manager can reach out to SCW Registrar if passes are required for your team's league/out of state tournament.
- The cards must also be presented at the time of check-in for any tournaments requiring them.
- 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.

## Club Passed 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.
- If you are using a Club Passed player for a game or tournament, you will need a copy of his/her team roster.
- There are specific guidelines as to what players and how many can be Club Passed . It is dependent on the league or tournament you are playing in. Reference the league's or tournament's rules.

## Coach/Assist Coaches/ Team Manager Requirements

### Risk Management / Coaching Pass

All coaches and Assistant Coaches must complete the Risk Management requirements.

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

Coaching Passes are now downloaded and printed by the coach. Physical Passes are no longer produced/ mailed by WYSA.

Information on Risk Management Requirements can be found on the WYSA website:

<https://www.wiyouthsoccer.com/memberservices/risk-management/>

## 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 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.

## League Play

Our teams currently play in several leagues depending on their age group and level of play. Each coach is responsible to guide/educate their team manager on league requirements, the league's website and all the current rules and information for the league.

Each league has different Game Day Requirements. Your coach will instruct you on where to find this information and what is required.

- Referee money – see the Referees Section of this manual for payment fees. For Recreational, Academy, SECL and State league games each team pays 1/2 of referee fees for each game.
- Managers must submit a request for Referee fees as soon as the league schedule is posted. (Your coach will let you know when the schedules are posted)

## Referees

### Referee Payment

For Academy/Recreational U10 and below, and U11-U18 Boy & Girls State Leagues , Premier, 1<sup>st</sup> 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. ([Referee Fee Chart](#))

You will need a separate envelope containing 1/2 the money for each of the referee positions.

Send an email to the [shana@rocventures.org](mailto:shana@rocventures.org) 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 Shan Amini, SCW Executive Director of Soccer Operations.

## Tournaments

Team managers register their teams for each tournament per the coach's request.

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](http://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 submit a request for 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.

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 your coach has chosen Tournaments:

- 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. (Your coach should also be checking this)
- 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.

## 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 \$25 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 Contacts:

### **Executive Director of Soccer Operations:**

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

### **Registrar/Administrator:**

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

### **Concessions Coordinator/Scholarship Job Coordinator:**

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

### **Director of Coaching:**

Giuliano Oliviero - goliviero@hotmail.com - 262-327-0926

### **Field Assignor:**

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

### **Boys Director / MLS NEXT Director:**

Marcio Leite - marcioleite7@hotmail - 414-460-9165

### **GIRLS Academy Director:**

Giuliano Oliviero - goliviero@hotmail.com - 262-327-0926

### **Girls Academy Administrator:**

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

### **Academy Director - Waukesha/Greendale/New Berlin:**

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