**FOND DU LAC SOCCER ASSOCIATION**

**TEAM MANAGER MANUAL**

THANK YOU for taking on the role of team manager for your child’s team! The families on your team, your child and all of us at the Fond du Lac Soccer Association appreciate your willingness to help out!

The team manager is responsible for the administration of the team’s activities and for communication between the families on the team and the coach. The role of the team manager is critical to the success of the team and directly impacts the positive experience of the team. The role of the coach is to instruct the players on their soccer skills and direct the players at practices and games. The team manager handles the “off the field” responsibilities.

Following is an outline of the typical responsibilities of the team manager. The coach and team manager should have ongoing dialogue about roles and expectations for your team. Every team can benefit from having a team manager.

1. **General Administration and Communication**
   1. **Email Distribution List:** Once teams are formed and you are designated as the team manager, you will receive your team’s roster from the Select Coordinator or coach with contact information (phone numbers, email addresses, etc) for your entire team. Once you receive this, you can set up your email distribution list and start communicating with your team. Be sure that everyone receives this (ask them to verify) and also ask for additional emails that they may want included.
   2. **Team Meeting:** You’ll want to help the coach set up a meeting with all the families on the team right away to discuss expectations, tournament options, practice nights, etc. This is a great time for everyone to meet each other and discuss expectations for the team. The coach will talk about practice and game expectations, as well as their coaching philosophy and goals for the team. At the team meeting, you will want to take a digital picture of each player (headshot for player cards), and collect a completed Wisconsin Youth Soccer Association medical release form (must be updated and signed for each season) for each player. Families can fill out these forms, scan them and send them to you via email. Digital photos can be sent via email as well.
   3. **Team Web Page:** Each Phoenix team has its own team web page on the Fond du Lac Soccer Association website. The team page templates are set up for each team and it’s your responsibility to keep your team page updated with contact information for the coach, assistant, and mangers as well as the current practice and game schedule. It is up to you to determine how much work you want to put into your team page, but it is important to have the game and practice schedule posted as a reference for your team. See the instructions on how to edit team pages on the website.
   4. **Team Fees:** Player registration and uniform orders are paid online by the individual players. You can remind families to make sure they complete player registration. The team cannot be registered by the club registrar until all players have registered. Team fees for tournaments or indoor leagues are handled by the team coach or manager. Have the families get the payment to you. You should not have to chase it down.
2. **League Play**
   1. **Wisconsin Youth Soccer Association:** WYSA is the governing body for youth soccer in Wisconsin. They determine the rules and policies for soccer in the state, State League game schedules and they facilitate tournaments. Various documents like the Guest Player for Tournaments and Travel form can be found on the WYSA website: <http://www.wiyouthsoccer.com/>
   2. **East Central Soccer District:** East Central is the district we play in. The district determines Classic League game schedules, rules and regulations. Various game day documents, league standings, league schedules, and field directions can be found on the East Central website: <http://www.ecdsoccer.org/> You will get to know the East Central website very well!
   3. **Player Passes & Rosters:** Fond du Lac Soccer Association’s club registrar submits the team rosters to East Central Soccer District’s registrar, which in turn approves the official roster and player passes for each player. Our club registrar will notify you when your player passes are printed and ready to be picked up. You will need each player to sign their player pass (exactly how their name is printed) and return the player pass to the club’s registrar. The player passes will be sent to the East Central Soccer District registrar to stamp and laminate. Be sure to allow enough time to collect all the necessary info and assemble the passes well before your first game. A hole may be punched in the corner so the player passes can be bound by a binder ring to keep them together. You or your coach MUST have the passes in order to play a game. Always make sure passes are returned to you or your coach by the referee at the end of a game.
   4. **Onsite League Game Responsibilities:** Present the referee with the following items: 1) East Central Roster/Carding Report (also referred to as the Game Day Roster). The form is found on East Central’s website and is a typeable form so you can fill it out and make copies for the season. This form must be used and not the Team Registration Roster. *It is extremely important that you do not use or distribute the Team Registration Roster with the player’s private information. Use of the Team Registration Roster is potentially harmful to the players and will result in the game being forfeited and possibly other sanctions from the EC District.* 2) Player Passes. Failure to produce player passes will result in a forfeit 3) Score Card for game (if you are the home team). Score cards can be found on East Central’s website 4) Referee Payment. Pay ½ of the referee fees in cash before the start of the game. Failure to present payment will result in a forfeit.
   5. **East Central Soccer District Field Directory:** You will need to provide field information to your team for all games. To determine which field you are playing on and to find directions to that field, go to East Central’s website, visit the schedule page, and select the field name on the schedule to obtain directions to the field site.
   6. **Team Folder:** You should have the team’s player passes, official WYSA roster, and medical release forms with you at all games in addition to the East Central Roster/Carding Report, score card and referee fees. I recommend that you organize all of this information into a plastic (in case of rain) file folder and bring it with you to all games and tournaments. It is a good idea to keep contact phone numbers (coach, teammates, referee coordinator, etc), the master schedule, field locations with you when you travel to games.
   7. **Game Score Reporting:** The signed score card is handed to the winning team coach to post on the East Central website. When the result is a tie, the home team coach will post the score. Please post the score within 48 hours. You will receive a password and login information from East Central or the team coach before the start of the season.
   8. **Game Rescheduling Procedure:** If a game needs to be rescheduled, please review the procedure on the East Central website and Game Change & Dispute Resolution Request form.
3. **Tournaments**
   1. **Tournament Selection:** A list of WYSA sanctioned tournaments and dates can be found on the WYSA website. If you choose to travel out of state, make sure you fill out the Guest Player for Tournaments and Travel form on the WYSA website. It is important to get input from your families when selecting tournaments, so it is a good practice to publish the dates and locations ASAP and check on their on their availability during the summer months.
   2. **Tournament Registration:** Tournament registration deadlines occur weeks before the actual tournament so it’s important to identify your tournaments early and mark the registration deadlines on your calendar. Get your registrations done early! Most tournament registrations are done online through the host club’s website and require payment and roster information at the time of registration.
   3. **Onsite Tournament Check-In:** Each tournament has a different set of rules for onsite check-in. Typically you need to bring your player passes, roster, and medical release forms to the check-in station prior to your first tournament game. If you have guest players or traveling out of the state, you will need a printed copy of the Guest Player for Tournaments and Travel form. The check in station may or may not be located at the location of your game. You should receive either a packet of information in the mail or emailed information from the tournament director on this so please read this carefully so you bring all the required documents.
4. **IV. Miscellaneous**
   1. **Team Contact Information:** Team Managers should put together a team contact document with the coach and parent phone numbers, email addresses, home address for carpooling, etc. It is also important that you have everyone’s phone numbers with you in case you need to get hold of someone while you are at a field. There is an FDLSA template for this on the Manager tab of the website.
   2. **Pocket Roster:** Parents really appreciate a laminated roster with player names, jersey numbers, and parents names. It is especially helpful in the early season. There is an FDLSA template for this on the Manager tab of the website.
   3. **Conflict Resolution:** The manager is not responsible for conflict resolution. If there is an issue on your team, refer the parent first to the coach. If the conflict remains or isn’t solvable by the coach, either have them contact a Select Committee Member or a Board of Director. FDLSA Board of Director names and contact information are listed on the FDLSA website.
   4. **Coach Gift:** It is customary to give the coach an end of the season gift/token of appreciation. This is a task that can easily be delegated out to another parent on your team.