



2021-2022

MANAGER GUIDE SELECT SOCCER

REVISED: August 2021

CENTER CIRCLE:

NSU PRESIDENT: VP - Business: VP - Faculties:	Matt McLaughlin TBD Mark Van Ermen	mattm@northshoreunited.org TBD markv@northshoreunited.org
Director of Coaching: Youth Technical Director U15-U19: Youth Technical Director U11-U14:	Joe Hammes Sinisa Angelovski Shannon Smyth	joeh@northshoreunited.org angelovski011@hotmail.com shannons@northshoreunited.org
TeamSnap Questions:	Sue Blizzard	sueblizzard@gmail.com
Club Administrator Soiree Chair:	Melissa Kunz TBD	melissak@northshoreunited.org TBD

Wisconsin Youth Soccer Association: www.wiyouthsoccer.com

Midwest Conference (MWC): <https://www.usysnationalleague.com/midwest-conference/>

MANAGER RESPONSIBILITIES:

COMMUNICATION: Your main responsibility is COMMUNICATION! You are the source of information from the club and the coach to your team's parents, and vice versa. You communicate all information regarding practices, league games and tournaments to the parents, along with other information as requested by the coach or the club.

Another parent on the team has volunteered to be the team treasurer. Ask them to talk with you BEFORE they get started – for example collecting money from families, in order to be sure everyone is working toward the same goal.

Your team treasurer will receive a document describing the duties of that position.

You, as the team manager, should be familiar with each of these documents, and will want to keep a copy of each, along with this guide.

One organizational suggestion is to keep a binder with all position documents, along with other team related information. You might find it useful to bring to all games and tournaments.

COMMUNICATION TOOLS:

All teams are using TeamSnap to communicate information to their team. This is the best way to communicate ALL information to the team. Please have families keep their TeamSnap profiles current as that will be your main stream of communication. Players can also be added. Grandparents can be added etc.

TEAM TRAININGS:

Training times are determined by the coach, and communicated to the families by you. Please add all training times to your team TeamSnap calendar. Teams will train at PWSB, Rotary Park, Fusion Soccer Park, and Zaun Soccer Park. Teams will have 3x90 minute training sessions a week.

UNIFORMS:

All players are required to wear the NSU approved uniform.

Uniform includes:

- (1) Blue jersey
- (1) Black jersey
- Black Shorts
- Blue Socks
- Black Socks
- Warm-Up Shirt
- Practice Shirt

Players will also need shin guards and soccer style cleats. Practice shirts are mandatory for trainings. Uniform orders are to be placed by each family directly with Stefan's Soccer Supply using their online ordering feature. You will be notified when the uniforms are in so you can pick up your team's orders.

Shin guards are mandatory at all NSU training sessions and game events, including scrimmages, indoor training sessions, and camp clinics. This is a requirement of our insurance coverage.

TEAM DOCUMENTS:

Below are the documents you are responsible for:

TEAM ROSTERS:

When you receive your player passes, you will also receive an official team roster, listing each player's ID number, birth date, address and phone number. Check this for accuracy. A PDF copy of your team's rosters is available from Melissa Kunz. Copies of these rosters must be submitted for each game (with the exception of WDA games) as well as with tournament registrations, out of state travel applications, etc.

LIABILITY RELEASE AND MEDICAL TREATMENT CONSENT FORMS:

These forms were provided to you at the beginning of the season by Melissa Kunz. Emergency medical personnel will not treat a player without this form if the parent is not there. Team managers should have a copy of these completed forms with them at all games.

PLAYER PASSES:

Player passes are laminated identification cards which verify a player's eligibility to compete on a competitive team. You (or someone you designate) must be responsible for bringing the player passes to each and every game. NO PASS, NO PLAY!

Player passes are provided by Melissa Kunz. Replacement of passes will take two weeks so please be keep careful track of your team passes. Place the team's player passes in alphabetical order on a key ring. Referees will check the players in order using the passes on the ring. Be sure to retrieve the player passes from the referee after the game. Also, put a tag on the key ring with your name, address and phone number so that if you leave them with a referee or at a tournament, you can be contacted. Do not put the coach's pass on this ring with the player passes. It is the coach's responsibility to carry their own card.

Remember, these player passes are used to show that the player is in good standing with the league and is eligible to play. Under no circumstances are these passes to be tampered with in any way. (Such as, allowing a player to play who has been red carded, or attempting to use an illegal guest player). As the manager, you are responsible for these passes. If any fraudulent handling of player passes occurs, the Club, your team, your coach and involved player(s), can be fined and/or suspended by the League.

Player pass rules apply to all Wisconsin Youth Soccer Association sanctioned games – this means all league games and all tournaments sanctioned by the league. The referees are in charge of collecting the passes from both teams prior to game time, and will cancel the game and declare a forfeit on any team without passes. player must bring their player pass and a copy of the roster from his/her regular team.

TEAM DOCUMENTS: (continued)

TRAVEL PERMITS:

If your team will travel out of state to participate in games or tournaments, you will need prior approval from the Wisconsin Youth Soccer office. You will find the travel permit on tournament registration websites. Please complete this form if asked and submit during "on-site tournament registration.

GUEST PLAYERS:

In order to have a guest player play with your team at a tournament, the "Guest Player Roster" form must be completed and carried with the team to the tournament. This form can be found on the WYSA website on the main page under guest player. These forms are only valid for a single tournament event. Also, the guest player must bring their player pass and a copy of the roster from his/her regular team.

LEAGUE GAMES:

LEAGUE GAMES: (State League, SECL, MWC, NATIONAL etc.)

Once the schedules are available please add to your TeamSnap calendar ASAP. Maps to away games can be found on the WYSA website, under Administration.

At games, parents are required to stand on the opposite side of the field from the players. It is generally preferred that the manager remain on the parents side of the field during games, unless the individual team coach requests otherwise. Managers are asked to help remind parents as needed of the good sportsmanship expectations of the Club and the State Organization. The referees have been instructed not to take any harassment from parents, coaches or players. Additionally, the referees have the right to ask any parent to leave the game area, and they report information on player, coach and spectator misconduct to the league.

You or someone you designate will need to bring the following hard copy items to each league and tournament game:

- Player Passes*
- Team Roster*
- MWC Referee Report and Game Day Roster (located in GotSport)*
- Money to pay referees (Treasurer role)*
- Player Waiver / Medical Release forms*

Remind your players and parents that they are responsible for bringing their complete uniform (including alternate jersey), cleats, shin guards, practice ball, and water bottles

GAME CANCELLATION:

League games may only be changed or cancelled for the following reasons:

- (1) Direct conflict with MRL or State Cup games
- (2) Weather
- (3) Catastrophic circumstances



You will receive communication on all game cancellations from your coach or a staff member. Once this information has been relayed to you, it is your responsibility to notify your team via TeamSnap and cancel the event in your TeamSnap calendar. A member of the NSU Staff will contact the opposing team and make them aware of such.

GAME SCHEDULING & RESCHEDULING:

All game scheduling and rescheduling will be done by a NSU Coaching Staff member. Coach Shannon and Coach Joe do the initial scheduling. Keep your respective Director in the loop when you need to reschedule so they can confirm field availability, coach availability or coach cover availability if needed. Please make updates to your TeamSnap Calendar as needed.

SELECT TEAM PHOTOS:

All select teams will have photos during their Select year. It will be managers responsibility to add the picture date to TeamSnap and make the team aware of the schedule. More details to follow.



REFEREES:

Each team is responsible for paying 1/2 of each referee fee. These fees can be found on the WYSA website, and in the Treasurer's Manual. NSU pays all ref fees.

TEAM TREASURER:

All teams have a parent volunteer other than the manager to handle the treasurer's duties. Please review the Team Treasurer's Manual so you have an understanding of the team's finances. You will need to coordinate with your treasurer regarding the need to collect additional amounts to cover team expenses.

TOURNAMENT INFO:

Tournament registrations will be done by the NSU Coaching staff. It will be the manager's responsibility to complete tournament registration and turn in all forms needed such as medical waivers, rosters, guest player and travel forms and whatever other information the tournament requires. Those forms can usually be found on the tournament website under manager information. If more than three tournaments are played the club will pay for the additional tournaments and ask the team to reimburse the club for these costs.



VOLUNTEER REQUIREMENTS:

Volunteer hours: Each family is required to volunteer 4 hours per player per year, 2 hours are required for our NSU fall tournament.

-Volunteer opportunities are posted to an online system (DIBS) that is on NSU website (www.northshoreunited.org). Each family is responsible for signing up for volunteer hours using this system and completing their hours by June 30th .

-Volunteer opportunities will be available at the fall and spring tournaments, field lining, winter training facility, Summer Sounds, winter futsal, and others as listed on the web. Families may buy-out of these hours at the time of player registration for \$75/player for rec \$125/player for academy or \$200/player for select.

-Families who do not meet the volunteer requirements will be invoiced in early July - \$100 per recreational or \$150per academy player, and \$225 per select player.

SOCCER SOIREE

Once a year, NSU holds its annual fundraiser, the Soccer Soiree. This is a great social evening for the parents and all are encouraged to attend. Each select team donates a gift basket, auction. Suggested donation value is a minimum of \$10 per player. Feel free to solicit help from others on the team to collect the money and do the shopping for your team.

NOT YOUR RESPONSIBILITY:

Scheduling or rescheduling games

Our NSU Coaching Staff will do **ALL** scheduling and rescheduling of games unless they ask for assistance. If you get requests, please forward onto your coach.

Resolving conflicts between parents/players and coaches

Parents and/or players should take any concerns they have directly to the coach (including concerns regarding playing time). This should not be done at the game field, especially if emotions are high. Parents should allow an interim period of time to calm down, and then contact the coach to discuss the matter. If the issue is not resolved with the coach, then the parent is encouraged to speak to the Director of Coaching, the VP of Select Soccer, or the NSU Board. While resolving conflicts is not your responsibility, you are encouraged to act as the eyes and ears of the club and bring any concerns to the attention of the NSU board.

Making arrangements for a back-up coach, when scheduling conflicts arise

Your coach and the Director of Coaching will arrange for a back-up coach.

Team babysitter

It is not your responsibility to keep track of who will not be at practices or games. Players should contact their coach directly when they can't make it to practice or a game.