

Select Team Manager Guideline



The Select team manager is an integral part of the functioning of the team. Like the Recreational teams manager they are the central point of contact between the Coach the team and the GSC.board. They have many duties to perform. The most important one is having the correct or most up to date list of opposition contacts, to confirm times and locations of all games.

So you have volunteered to be the team's manager thank you, your help is greatly appreciated. I hope this guide helps ease the process and makes it a more enjoyable experience.



Tryouts are over and the team and coach are known, now what do I do?

- 1) Register the team on the WYSA website www.wiyouthsoccer.com usually by the end of June or early July, cost for a team is \$175 (but check the above site as costs change).
- 2) You will need the following to register the team, Coaches Name, Address, Phone number, Coach License level, license number and its expiration date. League Division / level applying for. An example: SECL A or State First Division you can add up to 4 block out dates (this is for when you plan on playing in tournaments or have major team conflicts).
- 3) Register yourself as a manager on the same website, as our club is a member of WYSA there should be no fee, there will be a fee for the Kidsafe Pass (background check) this is reimbursed by the club.(approx \$10)



TEAM MEETING

By mid / early July you (and the Coach) should have a Coach / parent /player meeting, this is very important .At these meetings you will need to collect the following information or money so plan ahead. Ask parents to insure that players are registered and they have uploaded a photo during registration; make sure parents are aware they will need to fill out a medical release form (if not done so already) so they need to bring their insurance info. with them to the meeting, and to bring the necessary monies needed to pay for team costs.

**** For players new to Kickers you will need a copy of their birth certificate as proof of age when having roster verified at MKsc (Uhilien) so have parents bring a copy to this meeting.**

- 1) Make sure all players are registered and have uploaded a photo. Registration is done on the Kickers website www.mksc.org if they have not uploaded a picture they need to get a 1x1 photo or have someone take one at the meeting, this is very important.
Contact GSC's club registrar if there is a problem with registrations.
- 2) Email the below form and have parents bring to the meeting
http://www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/Medical+Release+and+Consent+-+10-11.pdf You will need a medical release for each tournament you are registered in, so make a lot of copies and keep on file.
- 3) Make sure all uniform orders are completed and there are no duplicate numbers on the team, the current process for uniform ordering is as follows,

Once the teams' roster is finalized by the coach / coaches it is submitted to the club registrar for final approval.

Finalized rosters will then be sent to the team manager so player's jersey numbers can be added. **(Prior to this team managers or coaches should have solicited from their team the numbers each player wanted and make sure there are no duplicates)**

After players numbers are added the final roster with players' numbers is sent to the clubs uniform coordinator.

Parents will then receive an email with a link to the website where they then go and place their child's uniform order and make full payment.

Uniforms will be then sent to the players home address.

In order for this process to work smoothly, please make sure your email address is current and legible on all paperwork.

- 4) Collect all owed monies if not already done. Money will be needed for the following expenses
 - Team Registration
 - Coaches Fees (if hiring a coach)
 - Tournament Fees
 - Indoor Fees (may be held off for a later date)
 - Team Equipment Fees (if needed, for pinnies or cones etc :)
 - Referee Fees (Check WYSA site for current fees for age level concerned, team pays half the total fee per game)

- 5) Collect contact information from all players and parents. Make sure it's their primary contact number and email addresses as this will be used for all communications with the team and for emergencies.
 - *If you have a paid coach all monies are collected and sent to the GSC's Treasurer.**
 - *Ask for volunteers to help and designate some jobs.**

This month you should also register for any preseason or early season tournaments you are entering; full payment is usually due at the time of registering.
Assemble your contact list and any other information the parents may need from you or the coach.



AugustAlmost there

By Early to mid August the game schedule comes out.

- 1) Check and make sure there are no conflicts with tournaments you are entered in.

- 2) Print and fill out Game Day Reports for each league game
http://www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/forms/WYSA+Game+Report.pdf

- 3) Prepare an envelope for each game that contains the correct amount of Ref and AR money and a game day report, along with a team roster (see info on report paper) . You can give these to

the coach before each game or at the start of the season or you can give to the referee also. This can be a decision between you and your coach.

- 4) You should receive the player passes and **final** team roster from the Kickers via regular mail. These along with one uniform have to be taken to MKSC at Uihlien for stamped approval, it is this roster that will need to be copied and attached to each game report.
 - **Player passes and team rosters are very important; always remember to pick up the player passes at the end of a league or tournament game!**
TIP: Find your own unique way of remembering , you can wear a large neck chain with the passes clipped on , carry a bag that only has the passes , it doesn't really matter just DON'T FORGET THE PASSES!
It is not the coaches' responsibility as they are focused on the team and post game discussions and injury reports.
- 5) Gather contact information of opponents, it is always a good idea to contact your opponent to ensure the game time and field location prior to travelling , a simple email or phone call can go a long way in avoiding unnecessary travel and complaints.



Once the season has begun

- 1) Send out reminder emails with links to field location, time of travel and time to arrive before game, color of jersey to wear and any other information you and the coach deem necessary to have all your players arrive on time and ready.
- 2) Send reminders about upcoming tournaments and arrange for Hotel room blocks if staying overnight. (overnight and travel expenses are not included in coaches fees)
- 3) After games, enter winning score on the WYSA website.
- 4) If there is the need for a reschedule ,follow the WYSA reschedule procedure and fill in the form www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/forms/WYSA+Reschedule+Request.pdf

Copy all correspondence regarding rescheduling to the Head Coach and Germantown Field Assignor if it is a home reschedule. See link on GSCs' website for more info on game rescheduling at www.germantownsoccer.org.

- 5) When playing in tournaments it is important that you arrive early to register and have the team passes and any other guest player's and added to your roster. Don't forget when registering you can make special requests, like not playing Fridays , or early Saturday games etc:



Thank you again Team Managers for all you do and a special Thank You to my old team manger (you know who you are) for providing this information to aid new mangers in their teams endeavors.

If any further information is needed please contact any board member.

Paul Cummins
Director of Coaching,
Germantown Soccer Club.

