



# **White Bear Soccer Club**

## **Travel Team Manager Guide**

# Introduction

Each White Bear Soccer Club (WBSC) travel team has a team manager, sometimes named specifically; often it is the coach with help from an assistant coach or a team parent.

The team manager, in conjunction with the team coaches, is responsible for removing as many “off-field” responsibilities as possible from the coach. The Guide provided here is reference to many of the different responsibilities and tasks of a team manager. These responsibilities include but are not limited to the following: tournament registration; team communication; uniform distribution and coordination; game day preparation (passes and rosters); practice scheduling; possibly hotel scheduling if your team is participating in an away tournament; and training and facility reservations.

The Guide is organized chronologically, starting with the start of the “Soccer Year” in August (Soccer Years run from August 1 to July 31 – so if you are a U10 in the fall, you are a U10 in the summer and then on the next August 1<sup>st</sup>, you become a U11).

# AUGUST

**Tryouts** – inform your summer team members of the tryout schedule.

**U15 – U19 (HS Age)** – inform them when HS tryouts are scheduled.

**U09 – U14 Teams** -Verify that your team members have registered for Fall Soccer.

## FALL MYSA Teams (U09 – U14)

- Complete the National Background Check for yourself and verify that your coaches have done the same
- Coach or Manager needs to attend the Mandatory Coaches Meeting
- Schedule practices and communicate the schedule
- Distribute Uniforms as required
- Pass Preparation : get passes; get players' pictures; sign passes; laminate passes;
- Copy the passes so that you have a record of player numbers, birth dates, etc
- Distribute schedules and field directions to players
- Prepare game rosters (see appendix)
- Prepare game envelopes and ref cards
- Prepare first aid kit and Player Waiver Info

# SEPTEMBER

## FALL MYSA Teams (U09 – U14)

- Determine if your team is going to participate in any tournaments, U09/U10 Jamboree; U11 – 14 teams determine if you want to participate in the MYSA Fall State Tournament
- Register for U9-U10 Jamboree (U09/U10 teams only) by deadline; Request reimbursement from the club
- U11 – U14 Teams – register for the State Tournament using the Web system by deadline; verify that the WBSC pays for tournament
- Game : Prepare game day info for the coaches and for the refs; report scores
- Begin to plan for Winter training or winter leagues; you may need to register for 1<sup>st</sup> sessions Leagues

## ALL TEAMS

- Determine if your team wants to nominate some one for an MYSA award (Coach of the Year, Volunteer of the Year, Ref of the Year)
- Forward info on High School Events, MN Thunder season end of events, and MN Gopher Women's team

# OCTOBER

## FALL MYSA Teams (U09 – U14)

- State Tournament Reimbursement - If your team participates in the MYSA Fall State Tournament; request re-imbursement from the WBSC

## ALL TEAMS

- Complete your winter training planning
- Team meeting to finalize the plans and the costs
- Free Gym Time – register for gym time (limited spots)
- Schedule Training Facility Time (it goes fast)
- Inform your players of your plans – which training sessions they should register for; what leagues and where you are planning for the winter

# NOVEMBER – DECEMBER

## ALL TEAMS

- Implement your plans; communicate training and game dates to players
- If planning for a distant tournament or early tournament – you may need to start working on travel arrangements
- Inform your players of registration schedules

# JANUARY - FEBRUARY

## ALL TEAMS

- **Winter Training:** Implement your training plans; communicate training and game dates to players
- Verify that your players have registered
- Coordinate with the Age Level Director and the Uniform Coordinator on needs (uniforms, etc)
- **Tournaments:** determine which ones your team wants to attend; you may need to start registering for tournaments in February. Request your tournament allowance as soon as you can. Loans can be requested from the club to cover tournament fees above the team tournament allowance. If planning for a distant tournament or early tournament – you may need to start working on travel arrangements
- **Fundraising:** determine if your team needs to do this;
- **Summer Training:** Start your plan for Summer training
- **State Cup (U13+ teams)** Information Meeting in February

# MARCH

## ALL TEAMS

- **Passes:** Start collecting your players' pictures for the passes.
- **Adult Passes:** Determine how many adults need passes for your team. The club provides for 2 adult passes/team; there is a fee for additional passes.
- **Email List:** Create an email list for the team
- **Team Roster:** Create and distribute a team roster with player names and numbers, parents' names, and phones (both home and cell).
- **Meetings:** Attend required meetings (PACT, Coaches)
- **Training:** Sign up for club training for the summer; verify the programs that are available
- **Tournaments:** Register for tournaments. Request your tournament allowance as soon as you can. Loans can be requested from the club to cover tournament fees above the team tournament allowance. If planning for a distant tournament or early tournament – you may need to start working on travel arrangements
- **Team Schedules:** Review as requested
- **State Cup**
  - Registration Due
  - Mandatory Coaches Meeting

# APRIL

## ALL TEAMS

- **Pass Preparation** : get passes; get players' pictures; sign passes; laminate passes;
- **WBSC Coaches Meeting:**– pick up equipment - ball and flags, uniforms, ref cards
- **Tournaments:** complete registrations if not done already; communicate dates
- **MYSA Mandatory Coaches Meeting:** team representative needs to attend
- **Team Schedules:** distribute after MYSA meeting; re-schedule games as needed
- **Team Training:** finalize plans and communicate to players and parents
- **State Cup:** Rosters due to MYSA (early in April)
- **Roster Preparation**
- **Prepare game day kit:** rosters, waivers, player cards, ref envelopes, first aid kit
- **Team Fees:** calculate, set payment dates and collect

# MAY

- **MYSA Events:** Determine if your team is going to participate in any MYSA tournaments: **U09/U10 Jamboree**(Deadline May or June); **U11 – U19** teams the **MYSA Summer State Tournament:** (registration deadlines are usually in June)
- **Game Days:** Prepare game day info for the coaches and for the refs; report scores
- **MYSA Official Roster:** ensure that you receive the roster from ALD or Registrar
- **Re-schedule Games as needed**
- **Tournaments:** send out game schedules

# JUNE

- **MYSA Events:** Complete registrations for U09/U10 Jamboree and MYSA Summer State Tournament; registration deadlines are usually in June
- **Game Days:** Prepare game day info for the coaches and for the refs; report scores
- **Re-schedule: Games as needed**
- **Tournaments:** send out game schedules

# JULY

- **Game Days:** Prepare game day info for the coaches and for the refs; report scores
- **Team Fees:** Confirm that everyone has paid
- **Tournaments:** send out game schedules
- **Re-schedule Games as needed**
- **League Play ends:** All games needed to be completed before this date; MYSA fines teams that do not complete their schedules and the TEAM is responsible for paying the fine (not the WBSC)
- **State Tournament:** Verify and communicate play-off and finals schedules
- **Club Tryouts:** Communicate information
- **Coach and Player Evaluations:** Distribute information as requested by Age Level Director
- **Fall Registration:** Communicate information ( U9 – U14 Teams)

- **High School Tryouts:** Communicate information (U14- U18 Teams)
- **End of Season Party:** Schedule

## Appendix A Preparing Passes

Player passes are mandatory. **NO PASS – NO PLAY.** The coach must also have a pass at all times for the coach, assistant coach and team manager, including photo and signature.

**Note :** The club provides for 2 adult passes/team; there is a fee for additional passes.

**Pictures:** Collect pictures (small school picture works well for players) or develop a digital database with the pictures (that way you can re-use for the fall and maybe even the following year)

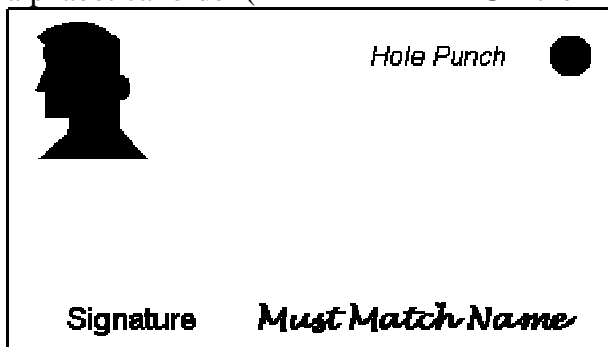
**Signatures:** Player and Coach signatures **MUST** match the name on the front of the pass. State Cup teams need to verify names with birth certificates and ensure that they match. There are two ways of getting the signatures for the passes : wait for your passes to be distributed and then have a “signing party”; **or collect the signatures on a white sheet of paper (or labels) at different practices and then affix them to the pass.** Just be sure that the names and signatures match.

**Laminating:** Heat sealed lamination is the preferred way. Some referees may reject passes that are not heat sealed. Lamination pouches are available from the WBSC and probably will be distributed with your passes. If not, Wal Mart, Office Max, KMart stock the pouches.. Passes come in two parts : the pass and a player ID card.

Keep the Player ID card or make copies of the passes’ information (all on one or two sheets) so that you have access to the players’ birth date and Player Number information. You will need it when you create the rosters

Here are the lamination steps:

1. Separate the pass from the id card at the perforation
2. Affix the picture to the pass (glue, double-sided tape)
3. Player signature : either have the player sign it directly or place the label or the white paper signature in the signature area.
4. **Verify that the signature matches the name on the front of the pass**
5. Place the pass into the laminating pouch (you may want to be off-center to make hole punching easier)
6. Laminate the pass and Punch the hole in the pass
7. Put the pass on the binder ring. Passes should either be in player number order or in alphabetical order (**MAKE IT MATCH** the Roster ( Competitive Match Report))




# Appendix B Rosters

There are at least 3 types of rosters that you need to know about :

1. **MYSA Official Roster:** This roster is sent to the club registrar at the end of May, beginning of June for the summer season. Its main use is for check-in for the District/Regional/State Tournament games. Contact your Age Level Director or the WBSC Registrar for it.
2. **Competitive Match Report:** This is the form that is used for all league games and for many tournament games; a paper copy of the form can be found in the coach's manual distributed at the Mandatory Coaches meetings or it a type-able PDF version can be found on the MYSA website ([www.mnyouthsoccer.org](http://www.mnyouthsoccer.org)) (Publications -> Forms -> Rosters -> Competitive Match Report)
3. **Tournament Rosters:** Verify with the tournament what type of roster you will need; USA Cup creates the roster using an online system and then provides you with copies for each game; some tournaments provide their own online forms and waivers

## Preparing the Competitive Match Report

Whether you choose to type it in or hand-write the info, once complete, make multiple copies (20 is a good start – you need about 10 for league games and then 3 – 4 for each tournament). For the basic version – fill in only your team information: District; Team Code; Player names, jersey numbers, and ID numbers; Adult information. If your team is over-rostered, fill in the info on the guest players with your extra players – you can cross out the players not participating at game time and fill in the remaining information also. The names on the roster **MUST** be in the same order as the passes on the ring – common choices are alphabetically or by jersey number. (Below : sample roster for a U19B team that had 23 players on it)



**MYSA**  
MICHIGAN YOUTH SOCCER ASSOCIATION

### Competitive Match Report

Date Played: \_\_\_\_\_ Master Game #: \_\_\_\_\_  
 Team Code: 30519B/3015B Field Code: \_\_\_\_\_  
 Goals Scored: \_\_\_\_\_ Total Time Played: \_\_\_\_\_  
 Opponent: \_\_\_\_\_

**COACH SECTION**  
 Fill in a completed line-up prior to the start of the match. All players must be listed in the order they will be playing.

Player's Name	Registration	Jersey
1 ANDERSON, NICHOLAS H	327659	2
2 ANTONIA, JUAN CARLOS	327660	10
3 BEHNKE, CORY R	327660	19
4 CADDY, BENTON L	327716	21
5 DEMENY, ANDREW D	327742	8
6 FAHEY, PATRICK L	327761	24
7 FALON, EVAN D	327762	72
8 GREENFIELD, JOHN E	328499	14
9 GJUE, JERIS W	327802	18
10 JAVORINA, LOGAN	326666	0
11 JENDE, STEPHAN M	326667	12
12 KENNEDY, TOM J	326689	5
13 LOHNER, NATHAN C	327862	9
14 LOVICK, SAM P	327897	22
15 DINEFFE, KYLE J	328141	20
16 BLOEFF, JOSEPH	342822	1
17 PASQUARELLA, JOSEPH R	326762	18
18 BOUSAR, TIMOTHY J	327584	17

*Play-UPERS*  
 \* up to 3 players from the reserve list per game, not to exceed roster limit.  
 \* Player must be on a roster at the time of the match.  
 \* Player must be on a roster at the time of the match.  
 \* Player must be on a roster at the time of the match.

**REFEREE SECTION**  
 Fill in a completed line-up prior to the start of the match. All players must be listed in the order they will be playing.

Player's Name	Registration	Jersey
19 BELLI, WALTER J	327716	21
20 BOURNELL, PATRICK R	328178	11
21 SCHWARTZ, ADAM D	328651	6
22 STADLAND, ADAM D	328651	16

*AGUERO*  
 \* If your line-up with a red card for the club must be present during the entire match.

**Match Information**

Referee	Signature	Date	Time

Match ID: \_\_\_\_\_

**Match Evaluation**  
 (to be filled out by the referee)

1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree
5	4	3	2
1	2	3	4
5	4	3	2
1	2	3	4
5	4	3	2
1	2	3	4
5	4	3	2

COACHES: \_\_\_\_\_  
 PLAYERS: \_\_\_\_\_

**Match Official Information**

Referee	Signature	Date	Time

Match ID: \_\_\_\_\_

## Appendix C What You Need for Game Days

The following items are needed for each game league game day. Most of these items are also needed for tournaments but you should check as each tournament varies (especially in the area of rosters and medical/liability waivers). Put them into a binder or a plastic envelope to keep them organized. If using a binder, put it in a 2 gallon zippered plastic bag to keep it from getting wet on those rainy days.

1. **Medical Waivers** for each player
2. **Insurance forms** (from either the coaches book or online at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) About MYSA -> Insurance). Each player and registered adult is covered by MYSA supplemental insurance
3. **Passes** (remove the passes for players not at the game)
4. **Competitive Match Report/Tournament Roster** (cross off the names of players not at the game)

**Additionally, for league home games, the following is needed:**

5. **Pre-stamped envelope** addressed to the appropriate MYSA authority (address labels should have been provided in your MYSA coaches info)
6. **Referee card** for the game (cards are pre-numbered with the game numbers and teams. Extra blank cards for make-up games are provided). Cards are distributed at the WBSC Coaches Meeting
7. **Corner Flags**

**Optional but handy items**

### 8. **First Aid Kit**

You can purchase a pre-packaged first aid kit but you are probably better off making one of your own and storing it in a ziplock bag. Warning: Don't give medication without parents' consent.

**Items to include :**

2" or 3" Gauze pads	Extra Large bandages
First tape roll	Ibuprofen
Small packet of Kleenex	Acetaminophen
Ace Bandage	Plastic garbage bags
Gloves	

9. **Ice:** (a ½ gallon water cooler filled with ice and ziplock bags attached)
10. **Back-up Jersey, shorts and socks** ("Blood" Jersey)
11. **Extra water:** buy a few inexpensive but sturdy plastic spring water jugs; use once, re-fill as needed. Having an extra gallon or two around never hurts.
12. **Optionally :** electrical tape, athletic tape, a towel or two for a bloody nose or other injury (shop towels work well or a set of inexpensive wash clothes)

### **Game Day Referee Check-in**

All players and coaches need to check in with the referees on game days. You need the following for check-in

1. **Passes** for Players and Coaches
2. **Players** dressed to play – matching uniforms, shinguards, jewelry off. Players with casts are allowed to play by MYSA rules but the cast will need to be padded. Check with the referees as soon as possible that the padding done is acceptable (Note: Wisconsin does not allow players with a cast; so if you are in a tournament sponsored by WYSA – your player can't play.
3. **Competitive Match Report/Tournament Specific Roster**

For Home Games:

4. **Corner Flags**
5. **Referee Cards**
6. **Pre-stamped, addressed envelope for referees**

### **AFTER the GAME:**

1. **GET YOUR PASSES BACK**
2. **CORNER FLAGS: PICK UP or EXCHANGE with incoming team.**
3. **CLEAN UP YOUR AREA:** pick up the tape, empty bottles, etc

## Appendix D Game Reschedules and Weather

If you can avoid game re-schedules. But conflicting schedules for school or the weather will cause a re-schedule. Try not to schedule games that last week (and never the last day) of league play – it will come back to haunt you!

**BE ON TOP OF THIS – BIG FINES CAN RESULT IF GAMES ARE NOT PLAYED.**

Game re-schedules can be divided into two groups : planned and unplanned.

### Planned Re-schedules

Most planned re-schedules occur because of a team availability problem; this may be due to school activities (choir/band concerts, award banquets, track meets, or Prom) or team activities (that out of state tournament that you planned). Be checking in March for conflicts that may be in the future for your team by looking at school schedules and sending out emails asking parents about potential conflicts.

Draft schedules from MYSA are generally available in late March, early April. Once out, compare them with the information that you have received from your team. Determine if you need to change any dates.

Now even if your team doesn't have a problem, your opponent may. So be prepared to be asked to re-schedule a game because of conflicts.

### Unplanned Re-Schedules

Most unplanned re-schedules occur because of the weather. Snow, rain, lightning, heat, tornado can all cause a re-schedule. It is the officials at the game that determine if the game will be played. **ALWAYS** show up unless contacted, don't **ASSUME** that there is no game because the weather is bad. If you do have a re-schedule because of the weather – start working on the dates that your players are available as soon as possible. Make sure that you have the other team's information before you leave the field, if possible.

### How to Re-Schedule

At the WBSC coaches meeting, the Referee and Field Coordinator will provide you with a packet of information including your referee cards and instructions on how to do a re-schedule.

**For HOME GAMES : YOU MUST USED THE WBSC REFEREE AND FIELD COORDINATOR to assign the referees and fields for the re-scheduled games.**

The following are needed to re-schedule a game:

1. Agreement with the other team on a set of dates (usually 2 – 3 dates and times)
2. For home games, once you have 2 -3 dates – contact the WBSC Referee and Field Coordinator to request a field and referees. (if you are the visitors – the other team will be doing this within their club)
3. Once the game time has been chosen – complete the MYSA required “paperwork” (a web form)
4. Inform your team of the finalized date for the re-scheduled game

## Appendix E Tournaments

There are several types of tournaments : MYSA events (U9/U10 Jamboree, League Play-offs, Regionals, State); club hosted MYSA sanctioned tournaments and jamborees; and out of state tournaments.

### General Information

The Club provides a sum of money for each **SUMMER** team to participate in tournaments. These fees can be used for MYSA sanctioned tournaments, out of state tournaments, or state tournaments (league playoffs, regionals, or state). For the U09/U10s, a separate sum has been set aside for the MYSA SUMMER and FALL U9/U10 Jamborees. Funds are also available for teams that make it to FALL STATE. Check the web site or contact the WBSC Treasurer to determine how to access these funds.

MYSA sanctioned tournaments are listed on the MYSA web site starting in January. If you are thinking of out of state travel, you can check the websites for the state where the tournament to determine dates and times. Out of state tournaments requires that the team receive “permission” to travel from MYSA; there is a form on the MYSA site to make this request. Note: Make the request as early as possible, the fee goes up the later the request is made.

### MYSA Events - U9/U10 Jamboree

MYSA hosts a U9/U10 Jamboree each season. The WBSC has set aside funds for these jamborees separate from your team’s tournament allowance. The Jamborees are one-day events, with 3-4 games being played. Information about the jamboree is distributed at the competitive team meetings before the start of the season

### MYSA Events – STATE TOURNAMENT

MYSA hosts a STATE Tournament each season (FALL/SUMMER). Your team indicates their interest in participation by answering a question of the web score reporting system. DO NOT reply with a YES, unless you are committed to making the dates; fines are imposed if you reply with a YES and then decide not to participate.

MYSA determines the number of seeds to the State Tournament. **Fall** is much simpler than Summer ; Fall participation is based on league standings and the number of teams that participate. For example, if your league has 2 seeds to the Fall State tournament, then the participants will be the 2 teams that finish highest that have said YES. The Fall State currently(2009) uses a single elimination format.

**Summer** is more complicated. It has three stages of competition: League Play-offs; Regionals; and State Tournament. League winners often get a direct entrance into either the Regional tournament or the State Tournament; however, you need to check the MYSA site for situation for your league. League Play-offs and Regionals are single elimination tournaments. The State Tournament is a Round-Robin tournament. There is a separate tournament fee for each stage of the Summer State Tournament.

## Checklist for Tournaments

1. Determine what dates your team is available for Tournaments  
Ask parents for potential conflicts – school events, prom, vacations
2. Determine how many tournaments your team wants to participate in and if there is interest in an out of state or out of town tournament
3. Provide the list of dates and potential tournaments to your team to determine who can make it for which dates.
4. Develop a budget that includes the tournaments
5. Collect the fees for the tournaments
6. Register for the tournaments as early as possible
7. If out of town, make hotel reservations as early as possible.
8. Verify all of the tournament materials needed: Rosters, player passes (some tournaments may require you to use their player passes not your league ones); waiver forms
9. Request your Tournament funds from the WBSC
10. Distribute the schedule and directions to your team as soon as available (usually 1 – 2 weeks before the tournament starts).
11. Check-in at the tournament (usually about 2 hours before your first game),
12. **PLAY HARD, HAVE A GREAT TIME, and GOOD LUCK!**

## **Appendix F Team Activities, Resources, and Tips**

This section provides tips on team activities, resources and just some general catch-all information.

### **Team Activities**

#### **1. Fundraising**

Teams always can use more money for team warm-ups, team bags, tournament funds, etc. Some fundraising ideas include :

Selling plants – Gertens has a very good program.

Selling Calendars – check out the Freshwater Society and the weather calendar

Selling Candy Bars, Steaks, etc – search the web

Cub Foods – bagging groceries for TIPS

Appleby's - hosting a pancake breakfast or other meal (may want to go in with several teams on this one)

Car Wash – the WBL Fire Stations and WalMart have let teams in

#### **2. Team Picnic or Dinner**

Schedule a team picnic or Dinner.

#### **4. Service Activities**

At least one past premier team did service activities together – like working on Thanksgiving meal packing or hosting a day-long clinic for the U5 – U10 age groups where the players were the trainers.

### **Pictures**

You can schedule a photographer to come and take team pictures. Additionally, you can gather up all of the pictures taken by your team parents during the season and create a picture CD/DVD with these action shots.

### **Tips**

#### **Team Bags and Warm-ups**

Suggestion: Put the NAME of the player not the player NUMBER on these items. Avoid putting the team name there. Teams and numbers may change each year depending on tryouts, team formation, and where the club is in the uniform cycle. With just the name, the item is more usable over multiple years.

Create “bag tags” for the team. You can purchase luggage tag laminating pouches and some business card forms and create personalized tags with the player information on it (Name, Team, team logo, Player Number, address, phone, etc). (Hey – you could even put the player's picture on it) That way the bag can easily be returned if lost. This is a great idea for USA Cup where the players often receive identical bags.