

## Regent SC Blue Manager Guide

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Thank you for volunteering your time and helping this team in a manger role. Nothing is more valuable to a coach than a great manager! We have tried to compile what you will need in this document, however, do not hesitate to email any of the folks below with questions throughout the year:



Regent SC Director Julie Bernhardt at [julie.bernhardt4@gmail.com](mailto:julie.bernhardt4@gmail.com)

Regent Manager Liaison Fred Van Riet at [fmvanriet@gmail.com](mailto:fmvanriet@gmail.com)

Regent SC Registrar Becca Mauer at [regentregistrar@gmail.com](mailto:regentregistrar@gmail.com)

Regent SC Finance Deb Lawrence at [regentfinances@gmail.com](mailto:regentfinances@gmail.com)

### Preseason Manager Duties

**Get roster**

MAYSA will send official rosters to Blue team managers. Please keep on file.

**Medical waivers compiled and photos uploaded to Demosphere**

- 1) Print and have a parent/guardian [sign the medical waivers](#) for each player
- 2) Ask all players to upload a photo to [Demosphere](#) ASAP (many will have done this when registering). MAYSA uses these photos to create the player cards.

**Connect with your team's coach**

Your coach should be contacting you soon. Topics that should be covered at team meeting:

- 1) Practice day/times
- 2) Tournament selection
- 3) Start the winter/indoor soccer planning

**Tournament registration.** August through early September is the usual registration time for fall tournaments. Spring tournament registration is generally open in early March. WYSA offers a list of [sanctioned tournaments](#). Many Regent SC teams choose to play in [MAYSA tournaments](#) at Reddan Soccer Park. It is recommended you sign-up for tournaments as early as possible as some tournaments do sell out before registration closes.

**Confirm game schedule**

In early August MAYSA sends a preliminary match schedule. We typically have 1 week to make any changes. During the reconciliation period, you may receive requests from opposing teams to reschedule, or your coach make ask for your help to coordinate with the opposing team if she/he needs a game rescheduled. Once the reconciliation period is over, MAYSA will not make changes to the schedule unless games are cancelled due to weather. If you have not received communications from MAYSA about the preliminary schedule, please check with the club registrar to ensure you are designated as team manager in Demosphere.

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### **Things to remember:**

*When reconciling game you need to leave:*

*75 minutes between games for U-9-10 games*

*80 minutes between games for U11-12*

*90 minutes between games for U13-14*

*120 minutes between games for U15-U19*

### **Get player passes, laminate, and bind together to bring to every game**

MAYSA will send the players passes for most teams to the manager or coach. The player passes are typically mailed mid-August once all of the necessary documentation has been completed for your team (e.g. families have uploaded player photos to Demosphere and submitted birth certificates to Regent). Make sure you have a pass for every player on your roster. Alphabetize the cards and use a carabiner to keep them together. These passes **MUST** be given to the referee before every match. Some coaches prefer to keep the player cards themselves. Note - if a player substitutes for another team, you will need to have their player card available. If you did not get a player pass for a player please contact [the club director](#) or [club registrar](#) ASAP.

### **Designate a team treasurer** (Optional - many managers also act as treasurer)

The manager can perform both roles but having a separate treasurer is often helpful. Some treasurers find it helpful to open a separate checking account to maintain the funds for the season. You may also consider setting up a Paypal or Venmo account to allow parents to pay online. Families can use Paypal even if they don't have an account. If using Paypal, remind families not to select "paying for goods or services" as that deducts a fee from their total

## **Fees**

- ★ Coaches are not allowed to handle any team funds.
- ★ Manager/Treasurer must determine additional cost per player and collect from families.

### **Each team has fees in addition to the club/MAYSA and WYSA fees already paid during player registration.**

Take the total of each extra soccer item and divide by the number of rostered players to get the per player cost. A list of expected extra costs are below. It is typical to add ~\$350 per player in additional costs which may include:

- Coach's fee (varies amongst teams and is set by the club)
- Tournament fees (varied)- it is recommended that each Blue Program team participates in at least 1 tournament per season. Once the coach determines which tournament you will play in, divide the entry fee by the number of players on the roster. If a team chooses to play a tournament outside of MAYSA it is reasonable to reimburse your coach for food, lodging, and fuel. Fuel reimbursement will be calculated at \$0.54/per mile. A per diem food reimbursement maximum \$6 for breakfast/day. \$9 for lunch/day. \$20 for dinner/day. Please have your coach issue receipts.
- Referee fees. HOME team pays the refs in exact change at MAYSA league games (not at tournaments). See Referee pay grid for amounts.
- TeamSnap or similar. TeamSnap is around \$7 a month and is a great tool for managing a team. Free and other options are also available and the choice is completely up to you and your team.

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- Please keep in mind that scholarship funds do not cover team slush funds, TeamSnap, gifts, training space, etc. Please divide those costs by the number of paying families.

### **Scholarship Athlete Process**

Regent SC does offer scholarship funds for athletes that need financial help to keep them playing. You and your coach will receive an email from [Deb Lawrence](#) for each scholarship athlete approval. Regent may cover the registration fee, coaching, referee and tournament fees for these athletes. Uniform fees can also be covered for our full scholarship athletes. Please have the family contact [Becca Mauer](#) for additional information.

Please email [Deb](#) and copy [Fred](#) each season and let us know the scholarship athlete and the per player cost for tournament(s), referee fees, and coaching fee.

The team manager or treasurer will be **reimbursed directly** from the club for **tournament fees and referee fees** for scholarship athletes.

The team manager or treasurer will also receive a separate check from the club for the scholarship athlete's portion of the **coaching fee**. **These checks will be issued to the scholarship family and need to be signed over to you (or the treasurer)**. *Accounting rules prevent the manager or treasurer from receiving these funds directly.*

Please keep in mind that scholarship funds do not cover team slush funds, TeamSnap, gifts, training space, etc. Please divide those costs by the number of paying families.

Scholarship awards are kept confidential and should be treated with discretion between all involved.

If a team chooses to play winter soccer, scholarship athletes are not covered by the club. In efforts to be inclusive, often times teams have collected a few extra dollars per family to help cover the cost for this player.

### **Manager Duties at Every Game**

**Bring medical waiver and player pass cards for every player.** Have player cards on hand at all games as they are required at check-in. *(Some refs do not ask for player cards at Tier 3 and 4, but always expect that they will)* The referee may ask for a copy of the roster. If you have subs from within the club have a copy of their team's roster and their player card on hand. Coaches often choose to keep cards and waivers themselves. Either is fine as long as they are available.

Don't forget your **referee money for all MAYSA home games!** See below for pay grid.

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### Referee Pay Grid

(Bring exact cash, the Refs do not make change at the field)

League	Center Ref/Assistant Ref/Assistant Ref
U11-U12	\$28/\$18/\$18
U13-U14	\$36/\$24/\$24
U15-U16	\$46/\$30/\$30
U17 and older	\$55/\$34/\$34

**Home team manager must enter the scores after each game** (can assign a parent to do this for the season, or manager can) See instructions below on how to enter MAYSA match scores.

### How to Enter MAYSA Match Scores

**Home team records the match score.**

Go to <http://maysa.demosphere.com/PhoneIn/> on your phone, or call **866-334-6294**

1. Enter or say Pin # (**9030**)
2. Enter the **game #** (from schedule)
  3. Check that the correct game is displayed, then confirm.
  4. Enter the score for each team, then confirm.

### Tips and Tidbits

- Regent SC will send you an email with the coach's fee for the season. A copy of Regent SC's Coaching Agreement is available upon [request](#).
- Coaches are not expected to accrue any fees for travel within the MAYSA map (All our matches are within MAYSA)
- MAYSA also has a manager cheat sheet that you may want to reference. It can be found [here](#).
- IF you are going to be out of town, please designate someone to do your communicating for you. There needs to be a way for MAYSA and Regent SC to reach your team through a point of contact.
- IF you feel there is an issue with your coach, please contact Regent club director [Julie Bernhardt](#). It is always better to reach out to Julie and keep the lines of communication open, so don't assume she is already aware of a situation. Please allow Julie to handle any discussions with the coach regarding expectations and performance. The club will treat any conversations with care and respect as to preserve the relationship between the coach, manager, and team.

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### **Winter Soccer**

We recommend you begin the discussions of winter soccer at your fall meeting.

There is not a requirement from Regent SC for the players or coaches to participate in winter soccer. However, Regent SC does believe that a player who wishes to continue improving their soccer skills will benefit from playing during this time.

The coach and manager should work together to gauge interest in winter activities (indoor, futsal, training). If a team chooses to participate in winter activities we strongly recommend that your Regent coach is given the right of first refusal on winter coaching. Regent SC believes player development is maximized when the core team and coach stay together during winter (*consistency in message, philosophy, etc.*). It is anticipated that Regent coaches are paid \$15 per match and/or training session.

Always try and fill the winter roster with players on the actual team roster first. If there are not enough players to form a team, the coach and manager should work with other Regent team's coaches and managers in the relevant age group to form a team. Do not roster players from other teams without first communicating with the player's coach and/or winter manager. The teams will play under the Regent SC umbrella and wear Regent SC uniforms. If a player from another club is joining to fill out the roster, that player is expected to wear a blue or white t-shirt to match.

Winter is often divided into 3 sessions. We recommend collecting fees per session in the winter as rosters often change session to session.

Winter leagues can be found here:

Breakaway Sports Center <http://breakawaysports.com/> or  
Madison Futsal League <http://www.madisonfutsal.com/>  
Keva Sports Center <https://kevasports.com/>