



League Director Guide

Have fun

As a League Director you set the tone for your league. Keep in mind that this is rec soccer. While everyone wants to win, your coaches should focus on teaching players how to play soccer. You will interact with many parents each week. While generally most interactions will be positive, you may meet a parent who is dissatisfied with something about their child's experience. If the issue is something you can address, usually about playing time for their child, discuss it with the parent and coach as appropriate. If you feel you need assistance with the issue, contact the deputy commissioner for your age group. The deputy commissioner will be able to bring other club resources, as necessary, to resolve the issue.

Each player's experience will determine if they return the next season. Encourage your coaches to create an environment that is as positive as possible for each player. In many cases, the most important experience for a player is not being the best player on the team but the friendships they make and learning to be part of a team. Coaches should recognize players for making, or at least trying, a good pass or being in the right position at the right time. Being recognized for doing something right, or at least trying, will give each player the desire to keep playing soccer with SYC.

Additional Information

As you get started you will have questions. There are several sources of information available to you.

- The resources in the SYC Rec Soccer Coaches Corner, <https://www.sycva.com/recsoccercoachcorner>, will provide answers to most of your questions.
- An additional source of information is the Virginia Youth Soccer Association, <https://www.vysa.com>.
- Finally, there are several Rec Soccer contacts who can answer questions or provide assistance. <https://www.sycva.com/page/show/470366-recreational-soccer-contacts>

Demosphere Registration System

Once you are selected as a League Director, you will receive access to your league via your Demosphere account. You must have an account in the new system and register as a volunteer league director at this



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link: <https://sycva.demosphere-secure.com/registration>. The commissioner will approve access and inform the SYC office to grant system privileges.

Once you've been given access, you can log in at this link: <https://sycva.demosphere-secure.com/login>.

RETURN TO DASHBOARD

Any time you want to get back to your Dashboard, just click "My Profile Dashboard" at the top left.

BUILD TEAMS

When you receive a Demosphere account you will have access to your league's player list for the upcoming season, as well as team rosters from the previous season for reference. You assign players to teams in Demosphere. You will have to monitor your league's player list, as some players will sign up late in the registration window. Players are typically assigned to teams based on geographical area (e.g., school). On occasion a player, or parent, will request to have their child moved to another team. You should be very judicious about moving players, as many requests will come in to play for the winning team and we want to avoid loading up a team with all top players.

From the Main Dashboard, Click "RosterPro Registration".

Click Manage "Spring 2019" (or other appropriate season) for "Soccer (Recreational)".

Click Registration Management.

At the top, you'll see "Participant Registrations" and "Volunteer Registrations" *(It will default to Participants. You can tell which is selected because it's in dark blue.)*

In the lower left, click the blue triangle by "Girls" or "Boys", then click your age group box.

Click where it says the number of teams. It'll show you all the teams. I've created some teams for each age group to get you started.

(NOTE: To add a team, click the Teams tab, then click "Add New Team". Follow the naming convention of the other teams. You can add the coach name to the team name, if you like. I.e.



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“6UG01” can be changed to “6UB01 – McMahon”. Click the trash can by any team you want to delete.)

Click on the team you’re working on.

ASSIGNING PLAYERS

Drag and drop the players from above into the team. *(Note: When a parent registers as a volunteer during their child’s registration, when you drag the parent or the child to the team, the system will ask if you want to move the child/parent to the team as well. This works the same for volunteers. Just click “Volunteer Registrations” and drag/drop volunteers to teams.)*

Players can be in different categories – Active, Inactive, Waitlist, Pending Financial Aid, etc. **Only place ACTIVE players.** If you have a waitlist player, email admin@sycva.com, and the SYC office will set the player as active before placement. Inactive players are dropped players. Pending players still need to pay their registration fee.

To remove a player/volunteer from a team, just drag them off the team.

REMINDER: You can drag/drop coaches to/from teams without moving the player. If you drag a coach off a team, you’ll get a pop-up that asks you if you want to move the participant as well. If you don’t want to move the participant, just click the appropriate option as shown below:



PLACING PLAYERS BY SCHOOLS

At the top right, you can configure the table to see fields you want to see. See figure below. If you click the “Select All” checkbox, all fields will be selected and shown. If you unselect it, all field will be removed



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from your view. Unselect all fields, select Participant First Name and Participant Last Name on the left, then scroll down and select the school field. Click the Close button.



You can then click on the column heading “School” in green to sort by school.

You can Configure the table to see whatever fields are helpful for you to form teams.

ASSIGNING VOLUNTEERS

When you assign a volunteer to a team, if the volunteer registered with their child’s registration, their registrations are linked. When you drag the volunteer to/from a team, the system will ask you if you want the player’s placement to be changed as well. This is the same when you place the player.

Volunteers can be in different categories – Approved, Pending Review, etc. If you have any volunteers in any category, you will see that category at the top left. Click “Pending Review” to see volunteers in that status. You can assign “Pending Review” volunteers.

Once you have your volunteers assigned, email Laura at lauravaughn@sycva.com, so she can complete the Background Checks.

CAN’T FIND A VOLUNTEER: If a volunteer registers separately from a player registration, and they don’t have a child registered in the program, the system doesn’t place them in an age group. It just places



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them in the general rec soccer pool of volunteers. Those volunteers need to be manually placed in the correct age group. If you can't find your volunteer, let the SYC office, and the office will look for the volunteer and move them to your age group.

TEAMNET APP

Once you've formed your teams, if you click the Demosphere logo icon shown on the left of the blue edit button in this example picture for each team, it'll push the teams to the TeamNet app:

The screenshot shows a web interface for managing teams. At the top, there are tabs for "SEASON STRUCTURE" and "TEAMS", and a "Help" button. Below the tabs, the current view is "Girls > U6 (2013)", with a green "+ Add New Team" button. A table lists six teams, each with a number, a team name, and counts for players and staff. To the right of each row are three icons: a Demosphere logo, a blue edit button, and a red trash can icon.

#	Team Name	Players	Staff			
1.	U06G01	0	0			
2.	U06G02	0	0			
3.	U06G03	0	0			
4.	U06G04	0	0			
5.	U06G05	0	0			
6.	U06G06	0	0			

ROSTER CHANGES? CLICK TeamNet Button AGAIN

Any changes you make to the team after you've pushed the Team to TeamNet will require you to push the team to the app again for the app to pick up the changes. The coaches will communicate with their players via this app. Everyone on the team will get an email inviting them to download the app. You can download TeamNet from the Apple® App Store or Android Google™ Play.

Coaches can also log into TeamNet at this link: <https://www.teamnet.org/login>. They will also be able to see their teams via their Demosphere account. When they log into their Demosphere account: <https://sycva.demosphere-secure.com/login>, in the "My Account Information" section, coaches will see a "My Teams" tab. When they click that, they will see their teams. Click on the team, and the players will be displayed.



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KNOWN MEDICAL CONDITIONS/ALLERGIES

During registration, families can list any medical conditions and/or allergies the player may have. This information should be sent to the coaches. This is a custom field for SYC. To send any custom information that SYC collects to coaches:

Select the team in Registration Management.

- Click “Configure Table” about middle-right of the window, above the list of players for the team.
- Uncheck “Select All” in the upper right of the pop-up window.
- Select first and last name on the left.
- Select “Known Medical Conditions” and emergency contact. You can select any field that coaches need but use discretion. Only send what they need to see and don’t add any financial aid or any financial information. Recommended fields to include: Email contact, phone contact, emergency contact, and medical/allergy information, jersey number.
- Click “Close”.

Click “Manage Team Documents”

- Click “Next” in the pop-up window.
- Select ‘Excel”.
- Click “Export”.
- You can email the exported file to the coach.

EMAIL YOUR PLAYERS FROM SEASON STRUCTURE TAB

If you’re in Registration Management, click “Exit Registration Management Mode” on the top right.

To email all your age group players, go to the Season Structure tab, hover over age group box and click the orange email icon. See picture below. Select your recipients.

IMPORTANT: Be sure to change the “Reply To” email to your email address.

EMAIL HEADER/FOOTER: To add header/footer, click “Clone from Template” and select “SYC Standard Email” under “Default Grouping”.



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A screenshot of a web application window titled "Create New Seasonal Grouping Email Message". The breadcrumb trail shows "Soccer (Recreational) - Spring 2019 > Girls > U12 (2007)". Below this, there are checkboxes for "Household Admins/Parents" and "Team Staff". A blue button labeled "View Recipients Based on Above Filters" is present. The "Reply To" field is set to "Default <admin@sycva.com>". The "Date/Time to Send(EST)" field is set to "mm/dd/yyyy 12:00 am" with a note "(leaving blank will send immediately)". There are empty text boxes for "CC" and "BCC" with a note "(use a comma to separate recipients)". The "Message Subject" field has a "Clone from Template" button. The "Message Body" section includes a rich text editor toolbar with options for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, quote, and text color. There is also a "Data Merge Options" button and a "Source" icon.

LEAGUE GAME SCHEDULE

U6-U12 will need to create a league game schedule at least two weeks before your games begin. There are templates on the Coaches Corner page for building the schedule. For leagues that have referees (U9-U12), the you will need to send a copy of your game schedule to Sharon Deplitch, the referee coordinator and to the SYC Office for posting on TeamNet and the website.

All game schedules will be posted on the SYC website. Divisions that play in SFL and HSGHSL have schedules and referees completed by the those Leagues and links will be provided from the SYC website: <https://www.sycva.com/page/show/487488-rec-soccer-game-schedules>.

For games that are being imported into the Demosphere/TeamNet App, schedules are uploaded from an Excel spreadsheet into the League Scheduling System. Your Excel file must have the following columns:



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- Date (XX/XX/XX) - Please note inside of the date function, they must be listed in 1/1/10 format and not 1 Jan 10.
- Time (XX:XX <space> am/pm)
- Home Team
- Away Team
- School (If multiple courts, specify which court)

If you want the system to create your game schedule, The SYC Office can have the system generate a schedule for you. You'll need to inform the office of the field location for your games.

GAME SCORES/STANDINGS

This only applies to leagues that keep scores/standings and are not part of the SFL or HSGHSL.

PhoneItIn

I'll provide the pin for the season. You'll need the pin and the game number from the schedule of the game you're updating.

The game number is to the left of the game listing in the schedule like in this example:

11/12U Girls					
Sat, January 12, 2019					
GAME #	Time	Home		Away	Location
1400	9:00 am	11/12UG02 Harris	vs	11/12UG07 Martinez	Key Middle School Gym - Court 1
1401	10:10 am	11/12UG01 Rexroth	vs	11/12UG08 Rowland	Key Middle School Gym - Court 1
1402	11:20 am	11/12UG03 Mosley	vs	11/12UG06 Repuyan	Key Middle School Gym - Court 1
1403	12:30 pm	11/12UG04 Gross	vs	11/12UG05 Ewell	Key Middle School Gym - Court 1
Sat, January 19, 2019					
GAME #	Time	Home		Away	Location
1404	9:00 am	11/12UG01 Rexroth	vs	11/12UG04 Gross	Key Middle School Gym - Court 1
1405	10:10 am	11/12UG02 Harris	vs	11/12UG05 Ewell	Key Middle School Gym - Court 1
1406	11:20 am	11/12UG06 Repuyan	vs	11/12UG07 Martinez	Key Middle School Gym - Court 1
1407	12:30 pm	11/12UG03 Mosley	vs	11/12UG08 Rowland	Key Middle School Gym - Court 1
Sat, January 26, 2019					
GAME #	Time	Home		Away	Location
1408	9:00 am	11/12UG01 Rexroth	vs	11/12UG03 Mosley	Key Middle School Gym - Court 1
1409	10:10 am	11/12UG02 Harris	vs	11/12UG08 Rowland	Key Middle School Gym - Court 1
1410	11:20 am	11/12UG04 Gross	vs	11/12UG06 Repuyan	Key Middle School Gym - Court 1
1411	12:30 pm	11/12UG05 Ewell	vs	11/12UG07 Martinez	Key Middle School Gym - Court 1
Sat, February 2, 2019					
GAME #	Time	Home		Away	Location
1412	9:00 am	11/12UG01 Rexroth	vs	11/12UG07 Martinez	Key Middle School Gym - Court 1
1413	10:10 am	11/12UG03 Mosley	vs	11/12UG04 Gross	Key Middle School Gym - Court 1
1414	11:20 am	11/12UG05 Ewell	vs	11/12UG08 Rowland	Key Middle School Gym - Court 1
1415	12:30 pm	11/12UG02 Harris	vs	11/12UG06 Repuyan	Key Middle School Gym - Court 1
Sat, February 9, 2019					



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You can report scores here: <http://sycva.demosphere.com/phoneitin/> or from the TeamNet app.

Coaches

When you receive a Demosphere account you will have access to your coaches list. You will see how many coaches have signed up for your age group. As with players, some coaches may sign up late in the registration window. You assign coaches to teams in Demosphere. Recommended team sizes are included in the Rec Soccer Guidelines on the SYC website:

<https://www.sycva.com/recsoccercoachcorner>. You may have to reach out to parents if you don't have enough coaches for your league.

Practice Fields

Coaches request practice fields, but you may be able to assist new coaches. You can get practice field locations for your coaches from the SYC Rec Soccer Field Permit page:

https://user.sportngin.com/users/sign_in. See the commissioner for login information for this private page.

Game Fields

Game fields are assigned by the SYC office. Game fields may not have fixed goals. You will be issued field equipment (goals/nets/corner flags/liner) if your field does not have fixed goals. Equipment will be issued two weeks before games begin from the SYC warehouse. If you receive field equipment you should coordinate with your coaches for equipment storage, field set up and take down for each week of the season. For leagues playing games on grass fields, you should coordinate with your coaches for lining the field and set up and take down the field equipment each week.

Behavior

It is normal for players, coaches, and parents to get excited during games. While this excitement is fun and part of the game, on occasion it can lead to inappropriate behavior. Typically, inappropriate behavior includes yelling at the referee or opposing team players. On occasion the behavior extends to physical altercations. SYC does not tolerate any inappropriate behavior.



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Each team will have two parents designated as Team Sportsmanship Liaison. These individuals will be expected to maintain good behavior along the sidelines

The league director will report to the appropriate deputy commission any coach or assistant coach that receives a yellow or red card, along with the reason for the card.

Filling out a short Game and Referee Evaluation after games is a good way to commend good refereeing or to indicate refereeing that needs corrective attention. The Referee Evaluation Form can be found on the Coaches Corner page.

All-Star Tournament

SYC usually participates in two All-Star tournaments each year for U8-U19 age divisions, the Herndon Youth Club tournament in the Fall and the Fairfax Police Youth Club tournament in the Spring. A new tournament in Spring is also possible through Vienna Youth Soccer for U8-U12. You should start preparing for the tournament early in the season. Tournaments use fields across Fairfax County, so your teams may have to drive some distance to their game field.

SYC does not specify how your league should prepare for the tournaments. Here are some suggestions.

Ask for coaches for your all-star teams early in the season. Generally, a league with eight teams would be able to field one or two all-star teams. If a third team is desired it must be approved by the Recreational Commissioner.

You and the coaches should decide how to build your teams. Some methods to build teams are:

1. Have the All-Star coaches scout players during the season. At around the 6th week of the season they would approach players, and their parents, they want and discuss playing on their all-star teams.
2. Have each league coach nominate their top players for the All-Star team(s). The All-Star coaches should ensure their team receives players for every position, either by position played during the season, or making sure the best players can adapt.
3. Conduct a try out. This is the most complicated method.



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You will be asked for the number of teams, with the number of players on each team, your league will field at around the 6th week of the season. SYC has to provide this information to the tournament coordinators to enable them to build schedules. Once you provide the number of teams, the teams will be registered with the host tournament and paid for by SYC. You will be expected to field that number of teams so SYC is reimbursed the cost of the registration fee through individual player fees.

The SYC office will provide all-star tournament information and required submissions, with due dates, to you and your team coaches. All due dates are based on tournament deadlines, so ensure your coaches submit their information on time. Failure to do so may result in their team being dropped from the tournament, and a resulting loss of registration fee.

Forcht/Miller/McMahon 12/4/19