



## REGENT SC BLUE PROGRAM MANAGER GUIDE - Fall 2022

Thank you for volunteering your time as manager for your child's soccer team.. Nothing is more valuable to a coach/team than a great manager! We have tried to compile what you will need in this document, however, do not hesitate to reach out at any point during the year with questions or concerns.

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### **GENERAL INFO (Fall 2022 / Spring 2023):**

- **Trainings** will start in mid August - every team is different. Your coach will set the start date.
- **Your official roster** will be used to check your team in prior to each game. It will have thumbprint pictures of each player on it. If you need a roster, please contact the Registrar to ask for one. Don't wait until the last minute to contact Jennifer if you need a copy of your Roster (sometimes there are steps that need to be taken by MAYSA and WYSA before she can send you the roster). Rosters are usually approved in the first half of August; teams in August tournaments are prioritized. But many rosters are delayed because there is a player on the roster who has not gotten a picture or verified a birthdate. If you're wondering where your roster is, contact Janet/Jennifer first to see if someone on your team has not completed their paperwork yet!
- **Coach Fee:** Each coach has a slightly different coaching fee. These fees are determined using a matrix that takes into account and at what level your coach played, how many years your coach has been coaching and what levels of license your coach has completed. Typically, coaches are paid half at the end of Fall season and half at the end of the Spring season.
  - If a coach asks to get paid on a different schedule please contact the Club Admin or the Manager Liaison before agreeing.
  - Coaches pay all of their own travel expenses during league play and any tournament play within Dane County.

- **Manager on-site at each game:** If you are going to miss a match or be out of town for any extended length, please designate another parent to be the manager for that game day/time period.
- **Conflicts:** If you feel there is an issue with your coach, please send an email to all three (Club Admin, DOC and Manager Liaison). It is always better to reach out and keep the lines of communication open and the club apprised of any potential issues. Please allow the Club to handle any discussions with the coach regarding expectations and performance. The club will treat any conversations with care and respect to help preserve the relationship between the coach, manager and team.
- **Scholarship players:** Regent offers financial scholarships to players in need. You and your coach will receive an email from the Registrar, indicating if there are any scholarship players on your roster. Recall that you will need to know how many kids are receiving aid in order to determine how much money to collect from each player. The club may cover the following fees for these scholarship players: 1) coaching fees, 2) referee fees, and 3) tournament fees. **Please keep this information confidential as to which of your players are on scholarship.**

#### **PRE-SEASON TO DO:**

- ❑ **Game/Schedule Reconciliation:** Most coaches will handle game reconciliation, but they may ask for your assistance in communication. Once the schedule is final, it's final. The way the schedule reconciliation process works is as follows:
  - 1) MAYSA will send out a draft schedule to all managers and coaches. Each team will look at their schedule to see if they want to change any games. There are many reasons to move a game; the key thing to know is that the only time you change a game is during the reconciliation period. Once the period ends, you're set with your schedule.
  - 2) If one of the teams wants to make a change to the schedule, they contact the other team and mutually agree on a re-schedule. Once they reach agreement, the home team coach or manager can access the schedule and make the change. You will get details on how to do this when you get the draft schedule. KEY things - watch your email for messages from other teams AND respond to inquiries promptly. The process only works if everyone engages and cooperates!
- ❑ **Forms, waivers, photos:** All of these items are digital this year. No action needed! One note - if your roster is delayed it likely means one or more of your players has not finished their registration, verified their birthdate or downloaded a picture.

#### **TEAM FINANCES:**

There are fees that are separate from your registration and vary from team to team. We encourage a separate team treasurer to lighten your load, but managers often end up

handling this responsibility. Coaches are NOT to handle team fees.

- ❑ Some treasurers have found it helpful to open a separate bank account for your team.
- ❑ We highly recommend using a spreadsheet for up-to-date record keeping that can be readily accessible to all team families if asked.
- ❑ Some have also found it helpful to have a VENMO, PayPal, Zelle, or similar account to collect payments.

❑ **Team fees that will need to be collected:**

- ❑ **COACH FEE:** The club sets the coaches fee. You will receive information from the club regarding your team's coaching fee from Regent. Generally a coach will be paid ½ of their total coaching fee at the end of Fall and the other ½ at the end of Spring. So you should be paying the second half of the coaching fee at the end of this Spring.
- ❑ **TOURNAMENT FEE:** Blue teams generally play 1-2 tournaments per season. Your coach will help the team select tournaments. Most teams simply take the tournament cost and divide by the total number of players on the team. In general, if a team chooses to participate in a tournament outside the MAYSA map, it is reasonable to reimburse your coach: hotel, mileage @ \$0.54/mile and a per diem of \$6/breakfast, \$9/lunch and \$20/dinner. Please have your coach submit receipts. Most Regent teams choose not to travel to out of town tournaments.
- ❑ **REFEREE FEES:** For league play, the HOME team is responsible for paying the referees. We are scheduled for 4 home and 4 away games. See the grid at the end of the document for your age group details. Collect funds assuming 4 matches x 3 referees; organizing the referee fees in individually labeled envelopes at the start of the season. Note - payment to the ref needs to be cash and needs to be the correct amount. Often you will not end up with 3 referees at all games. Some teams refund unused funds to the families, put them toward a party, or an "end of the year" coach gift, or donate to the Regent scholarship fund.
- ❑ Most managers collect money separately for Fall and Spring. You are going to want to figure out how much you need to collect per player from your team to cover all of your fees. **If you have a scholarship/financial aid player, Regent will contribute that player's fees (for coach, tournament and referee fees).** We ask managers to figure out that per player amount and submit it to our Registrar, Jennifer. Jennifer will arrange to have the bookkeeper

write a check to cover the scholarship player - you will need to tell Jennifer who to write the check out to and provide your address to send the check.

- ❑ **Tournament Entry and Fees** - Make sure you look at the tournament info early and get entered in a timely manner. Some tournaments close registration earlier than their registration deadline (ie they close when they get to the max number of entries). **Don't ask Regent for the tourney amount (for your scholarship players) until you know that you are for sure playing in the tourney!** You need to wait until you have actually entered a tournament to be able to tell Regent which tournaments you are doing - sometimes tournaments get canceled or your team does not end up with enough interest to do it.
- ❑ **SLUSH FUND:** Some teams will collect a little extra that they can use to rent an indoor field for a practice or for a team party at the end or a coaches gift etc. The club does NOT cover slush funds for scholarship players.
- ❑ **TEAMSNAPE:** Some teams choose to use this APP for managing their team. It is roughly \$10/month- there are some free options as well. The choice is yours. The club does NOT cover TeamSnap fees for scholarship players. Using the "for pay" teamsnap gives you the ability to use their RSVP system to help keep track of attendance for your activities.
- ❑ **HOW TO COLLECT MONEY each season.:** Determine the amount of money you need to collect from each player on your team for the coach fee, ref fees, tournament fees, slush fund, team snap etc.
- ❑ IF you have a scholarship player, please email Jennifer [regentregistrar@gmail.com](mailto:regentregistrar@gmail.com) with the player's name, team name and birth year and the total/season team fee due. The club will issue a check for team fees based on the % of scholarship they receive. If it is not 100%, then the player is responsible for the remainder of the amount due. It is best to communicate with Jennifer early in the season as you are setting up your schedule and collecting the money from all of your families.
- ❑ Remember - the club scholarship funds do NOT cover TeamSnap, coaches gift, team party, training spaces or any winter activities. In an effort to be inclusive, teams often collect a few extra dollars from each family to help cover extra costs for players in need.

## **GAME DAY RESPONSIBILITIES:**

### **☐ PRE-GAME**

- ☐ We recommend connecting with the opposing team manager and/or coach 1-2 days before your game.
  - ☐ Discuss jersey color - home teams are responsible for alternate jerseys if there is a conflict. The convention for soccer is that the HOME team will switch their jersey if there is a conflict so usually that means that a Regent team wears white if they're HOME and their opponent also wears blue uniforms!
  - ☐ it is worth asking if there is any information you need to know to help your families find the field, know where to park and if there are nearby bathrooms etc

### **☐ WEATHER ISSUES**

- ☐ Our home games are typically played at Reddan Soccer Park. MAYSA makes the call on canceling games at Reddan. MAYSA will contact you and your coach directly if there are any changes to your field assignment or if the park is closed due to weather.
- ☐ If your home game is at a Madison Park (sometimes our Home games are at Madison parks especially on tournament weekends), you may need to determine if the field is open. Madison Parks will make that decision and you should receive that information from the Club. Make sure to check the regent website - under the FIELDS tab. Send an email to the Regent Admin, DOC and Registrar to get an update if you have not heard anything.  
**Please do not try to contact Madison Parks yourself.**
- ☐ For away games your opponent will contact you and/or your coach if there are any weather issues or field changes (because each location has a field person who makes the call for that location). It is not unreasonable for you to contact them to see if there is anything you need to know (especially when the weather looks threatening)
- ☐ **TEAM ROSTER-** Bring one printed roster to each match.
- ☐ **PLAYER CARDS-** We do not anticipate these being used in Fall 2022
- ☐ **REFEREE FEES-** See below for breakdown per age group.
  - ☐ Bring an exact dollar amount to each home game. Refs will NOT have change and only accept cash.
- ☐ **SCORE REPORTING-** HOME team is responsible for reporting the score to MAYSA.
  - ☐ Go to <http://maysa.demosphere.com/PhoneItIn/> or call **866-334-6294**
    - ☐ Enter or say pin # (9030)
    - ☐ Enter the game # (from schedule)
    - ☐ Check that the correct game is displayed, then confirm

- ❑ Enter the score for each team, then confirm.
- ❑ **RESCHEDULING-** MAYSA's rescheduling policy [from MAYSA site](#). Scroll down on this page and click "game day rules" to find this info. There is also information about reschedules, weather cancellations etc. under the Schedules tab on the Regent website
  - ❑ The process for canceling and rescheduling games differs depending on which tier you are playing in. If you go to the MAYSA link above and read through it, you will find all the info that you need to cancel and reschedule a game. Make sure to pay attention to which tier you are so you know what you will need to do.

## **MAYSA LEAGUE REFEREE FEE SCHEDULE - Fall 2022**

**\*\*\* these are the new referee fees for all age groups this Fall 2022**

<b>Age Group</b>	<b>Center Referee</b>	<b>Assistant Referee</b>
7U-8U	\$18.00	—
9U-10U	\$22.00	\$16.00
11U-12U	\$34.00	\$24.00
13U-14U	\$46.00	\$34.00
15U-16U	\$58.00	\$42.00
17U-19U	\$68.00	\$48.00