

## TEAM MANAGER “MUST KNOW”...

All the information below will be presented during the virtual “WDDOA Team Manager Let’s Get Ready Pre-Season Meeting” on Wednesday, September 3, 6:30pm to 8:00pm.  
(Registration Required, link available on 08/08/25 - Registration Deadline 09/03/25 4:00pm)

**Team Manager Duties:** The Team Manager duties can be wide ranging and vary from club to club. Be sure to check with your club as to the areas you will be responsible for. This is important work that requires dedication:

- Direct parents / players
- Work with your coaching staff
- Handle game check in
- Coordinate accurate rostering
- Handle Home/Away scheduling
- Handle official paperwork

**Team Manager Requirements:** just as coaches, managers are required to complete compliance training, the sooner, the better:

- Kidsafe: background check required to be repeated every 2 years(Expires May 31<sup>st</sup> every 2 years)
- CDC: Concussion recognition training required once
- SafeSport: federally mandated training for the protection of children against abuse. Initial training with yearly required refreshers (expires May 31<sup>st</sup> yearly)

**Official Rosters and Player Cards:** As team manager, you will support your club registrar. Your registrar is responsible for all the teams and players in the club. Keeping an eye on your official roster will be very helpful. Good communication will be key, and your club registrar is our point of contact for all rostering needs and duties.

- August 1<sup>st</sup>: by this date, every player on your team must have a recent ID picture properly formatted and uploaded in GotSport.
- August 7<sup>th</sup>: the WDDOA office starts generating official paperwork. Rosters are generated club by club. Processing dates will be published on the WDDOA website as they are determined. Players added to your team after rosters are generated will need to be submitted as a new player add by your club registrar, and those players will be processed starting in late August.
- Once your team roster has been generated, your WDDOA Official Roster (pdf) will be available to print in your GotSport account. From that point on, you need to keep up with player changes:

- Transfers / Moves (moving to your team from other teams)
- Releases (leaving your team)
- Adds (brand new players)

Any discrepancies between your GotSport “Team Members” list and your WDDOA Official Roster (pdf) should be reported to your club registrar ASAP.

- WDDOA Official Roster (pdf) **Access:** [GS Account], [Team Management], [Select Team], [Rosters], [Current STYSA Registration Event], Click “Search”, [Documents and IDs], [Official Roster]
- If a child is being added through Transfer or Add, they are **NOT eligible** to play **until** they appear on the new WDDOA Official Roster (pdf) **AND** are printed (from the GotSport system) on league gamecards. Changes made by the WDDOA office are immediately available to the team.
- Adult Participation Pass: will be printed on regular USYS member pass card stock and distributed to your team by WDDOA

**Game Cards:** your area of responsibility **may** extend to preparing the game day roster, which will print on the official game card. There are a few things to keep in mind.

- Check with **your club/your coach** prior to starting as they may have an alternate process in place. If you are, in fact, in charge of this:
  - There are **ABSOLUTELY** no handwritten players allowed on the game cards. WDDOA has adopted the policy that any handwritten player on a gamecard is an automatic forfeit, regardless of circumstances, which carries an automatic fine. Additional sanctions may be imposed for repeated violations of this policy.
  - Accurately preparing the game day roster is paramount. Know the difference between your Primary players (the ones on your Official Roster) and your Club Pass players (noted as CP on your game cards)
  - **BOTH** teams must bring their most up to date game card to the field. Both team representatives should compare both game cards in order to provide the referee with the most updated game card. This will prevent handwritten players.

- For your records, you must take a picture of the game card after the game once everyone has signed the card. It is highly recommended that you or your coach upload the game card into GotSport.
- Club Pass Player System:
  - You **must know the rules**. Just because you can add the player in GotSport doesn't mean the player is eligible. There are consequences to using the Club Pass System incorrectly. Review the [WDDOA Club Pass Violation Progressive Discipline](#)
  - Club Pass players, just like Primary players, **must** be printed on the game card from the GotSport system.

**Actions:** Attend the WDDOA Club Pass Usage Refresher, September 3<sup>rd</sup>, registration required. Read the rules.
- The game card is **the official record of the game!**
  - You must check it and make sure all the information (score, yellow and red cards, etc.) is accurate **BEFORE** you, the other team, and the referees leave the field. If anything is inaccurate, it needs to be updated there and then.
  - The game card must be received in the WDDOA office within 72 hours of the game. There are 2 distinct ways this happens; you **must** know which one your game falls under:
    - **Neutral games:** all Prime and the Challenger games in which the Home team name is preceded by "Neutral –" in the online schedule are Neutral games. After the game, the referees collect signatures and return the game card to the Site Coordinator who handles the delivery to the WDDOA office. Exception: Neutral games played during the week where there are no site coordinators > Use the Home/Away system below
    - **Home/Away games:** Challenger games in which the Home team name does **not** have the word "Neutral –" in the online schedule and all Alpha games are Home/Away games. After the game, the referees collect signatures and give the completed game card to the winning team or the home team in case of a tie. That team is responsible for mailing in or delivering in person the game card to the WDDOA office. The mailing address is printed on every card.
- Game results reporting:
  - **BOTH** teams are responsible for making sure the results are reported online within 24 hours and accurate:
    - Score
    - Yellow and red cards with code: that is very important

**Note:** Protesting red/yellow cards can **only** be done directly with STYSA, not WDDOA. Protesting a card will **only** be accepted when there has been a **misapplication of the Laws of the Game and all other protest requirements are met**.

    - If you notice a discrepancy between what has been input online and your record of the game, please check with the office. This is why your picture of the game card is important.
    - Do not add a new yellow card if you notice the code is missing online. If you do it will trigger a suspension for the player. Contact the office as you will not be able to delete a card from the system.
  - Game Card Uploading: It is highly recommended that you or your coach upload the game card into GotSport.

**Your tools:** Know what applies to you and how to find information:

- Know the basics: your team's exact name, which flight your team is in, where this flight sits relative to other flights within WDDOA and above.
- A whole section dedicated to Team Managers is available on the [WDDOA website](#). It is updated regularly. Visit it often!
- The WDDOA Rules of Competition and Club Pass Policy are available on the WDDOA website.
- Overall Club Pass rules, Discipline rules, and Appeals are found on the STYSA website in the Administrative Handbook