



REGENT SC GOLD PROGRAM (11U - 14U) MANAGER GUIDE - Fall 2022

Thank you for volunteering your time as manager and/or coach for your child's GOLD 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.

Regent Acting Administrator: Janet McClain	regentoperations7@gmail.com
Regent Manager Liaison: Fred Van Riet	fmvanriet@gmail.com
Regent Registrar: Jennifer Duerst	regentregistrar@gmail.com
Regent DOC: Santiago Azcarate	santiago10716@gmail.com

GENERAL INFO (Fall 2022 / Spring 2023):

- **Training** usually starts in mid - late August - every team is different. Each team's coaches/managers will set the start date.
- **Roster and contact info** - you will receive a roster with contact info to help you get started. It is a good idea to connect with your team and ask them to add any contact info that isn't on that list to help you have a complete list.
- **TEAMSnap**: Some teams choose to use the TeamSnap APP for managing their team. It is roughly \$10/month- there are some free options as well. If you use the paid version, you will have a RSVP function that is very handy for managing how many kids are coming to each event.
- **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 suitable 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**: Most Gold teams are coached by a volunteer, parent coach.
- **Coach/Manager on-site at each game**: It is a good practice for you to have an official coach

and/or manager at every game. You will have the roster and know the game day requirements.

● **Coach Pass** - this is an identification card that shows you have completed the coaching requirements. There are several requirements that you have to do to be “on the bench/sideline” or on the field at your team practices:

- 1) **Background check and SafeSport training** (electronic) training module - both of which enable you to work with players under 18. Background checks are only good for 2 year and must be renewed when they expire. The SafeSport module must be renewed every year.
- 2) **Coach License** - there are a lot of coach clinics that you can do. Recreational coaches are required to have, at minimum, completed 1 In-Person Grassroots Module OR a Y1 or Y2 coaching certificate. Once you do a licensing course, it does not expire. All licensing courses take place between seasons (ie summer or winter). If you have taken a Y1, Y2 or Grassroots class in the past, please send that information to our Registrar so we can make sure it shows up in the system that you have that license. The Y1 and Y2 courses are free and just take a few hours. The Grassroots courses have a fee associated with them (Regent will reimburse you for a course if you take it). This link will take you to the WYSA information about coaching clinics. .
<https://www.wiyouthsoccer.com/coaching/licensing-requirements/>

● **Scholarship players:** Regent offers financial scholarships to players in need. Regent will contribute the scholarship player’s portion of a tournament fee so if your team decides to enter a tournament, please contact Jennifer (our registrar) to see if you have any scholarship players. Regent makes every effort to keep confidential which players receive financial aid so we ask that you also treat this information confidentially.

PRE-SEASON TO DO:

❑ **Game/Schedule Reconciliation:** It is a good practice for all coaches and managers to work together to handle game reconciliation. Once the schedule is final, it’s final - so it’s really important to look at the draft schedule when it comes out and make changes to it if necessary. The way the schedule reconciliation process works is as follows:

- 3) 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.
- 4) If one of the teams wants to make a change to the schedule, they contact the other team and mutually agree on a reschedule. Once they reach an 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.

We'll get you a contact list for your team by the time the draft schedule comes out (around July 27).

TEAM FINANCES:

There are some fees that you will need to take care of during the season.

❑ We highly recommend using a spreadsheet for up-to-date record keeping that can be readily accessible to all team families if asked.

❑ **TOURNAMENT FEE:** Many Gold teams will play 1 or 2 tournaments over the course of the year. 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. There are two local tournaments that are good for Rec level teams - look at the McFarland tournament which is Sept 16-18 and the MAYSA Cup which is in the Spring season.

❑ **REFEREE FEES:** For league play, the HOME team is responsible for paying the referees. All teams are scheduled for 4 home and 4 away games. See the grid at the end of the document for your age group details. Regent will send your team's coach or manager a check to cover your referee fees. Note - payment to the ref needs to be cash and needs to be the correct amount. Best practice - when you cash the check, ask for the exact bills you need to pay the ref fees needed for your age group. Fill 4 x 3 envelopes so when you go to a game you just grab the three envelopes set up for that game - one center ref and two asst refs - label the envelopes CR and AR with the date, time and location of the game. 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.

❑ **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 (i.e. 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.

❑ **TEAMSnap:** 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.

GAME DAY RESPONSIBILITIES:

❑ PRE-GAME

- ❑ We recommend that someone from your team connect with the opposing team’s manager and/or coach 1-2 days before your game. Things to ask about or discuss:

- 1) 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!
- 2) 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

❑ **SUBS FOR A GAME** - “Club passing” refers to the borrowing of a player from another team in your same club. The player must be a “legal” sub (ie an 11U player is not allowed to clubpass in a 10U game). If you need subs for a game, you can “borrow” any Regent player for a game but

- 1) You should contact that player’s coach/manager first (as a matter of protocol)
- 2) You should not borrow someone simply to strengthen your team. You should be looking at this as helping your team due to low numbers or creating an opportunity for a player to get an extra game/experience that would be good for them
- 3) You will need the roster from that player’s team so you can check them in at the beginning of the game
- 4) Guest playing is slightly different and refers to borrowing a player from a different club. You can only have a guest player for a tournament - never for a league game

❑ 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.

❑ **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**

- 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.

❑ **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**

<u>Age Group</u>	<u>Center Referee</u>	<u>Assistant Referee</u>
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