



OWSC Spring Team Management Overview

Important Pre-Season Reminders



Complete all manager requirements

- Background Check
- SafeSport
- Disqualification Certification



Photos & Jersey Numbers into Got Sport

- Check for duplicate numbers
- Upload missing photos



Schedule Team Meeting (if not already done)

- Set Goals
- Discuss expectations
- Preview schedule
- Answer questions

(see included agenda example)

Sports Engine Team Page

- Scheduling Practices
- Adding Games (once finalized)
- Tracking RSVP's
- Communication



Primary Contact:
Natalie Soper, Executive Director
socceroperations@oronowestonkasoccer.org;
952-237-8974





Team Meeting Agenda Example

OWSC SPRING TEAM MEETING AGENDA

- **Introductions** (coaches, managers, players, parents)
- **Team Goals** (what you hope to achieve this season, focus on development & improvement vs. wins) (**Coach**)
- **Communications** (Sports Engine, email, text, etc.) (**Manager**)
 - Sports Engine - Calendar, RSVP *Reinforce importance of RSVPing early so that coaches/managers can prepare
 - Other platforms - this will be team specific and based on how you'd prefer to communicate. You can do everything through SportsEngine or create an email or text group. Some teams use other platforms such as GroupMe as well.
- **Schedules (Manager)**
 - Practices (dates / times, field locations, etc.)
 - Games (games begin April 28th - 10 game schedule - games are played Mon-Thurs based on primary play nights
 - Tournament Information
- **Team/Player Expectations (Coach)**
 - Training environment expectations (work hard, listen, encourage teammates, etc.)
 - Pre-game details (how early they should arrive, what to bring, etc.)
 - Treatment of referees (players & parents)
 - Sideline behavior (parents)
- **Jersey Numbers / Player pictures** (good opportunity to collect these now) (**Manager**)
- **Other (Team events, apparel, etc.)**



Key Dates for Spring

- **Game Schedule Finalized** - April 8th
- **Practice Schedules Released** - Approx. April 12th
- **3v3 Tournament** - Saturday, April 25th
- **Outdoor Practices can begin** - Week of April 20th (OWSC will confirm open fields)
- **League Games Start** - April 27th
- **Team Pictures** - May 8th (Girls), May 15th (Boys)
- **TCSL Final Four (U11+)** - July 10 - 12



Additional Dates / Events

- **EQUIPMENT PICK UP:** Gear bags will be available for pickup beginning the week of April 13th. They will be in the southeast corner of the dome near the garage. Coaches must sign out the gear bag. Each team only needs one gear bag. Player and coach passes will also be available for pickup at this time.
- **TEAM PICTURES:** Team pictures will take place on Friday May 8th (Girls) and Friday May 15th (Boys). Please see the schedule attached. Pictures will take place in the Orono Middle School Cafeteria. Players should plan to wear all black. **Managers, please add this event to your team schedule in SportsEngine.**
- **3v3 TOURNAMENT REGISTRATION DEADLINE - APRIL 10:** Please help players on your teams organize into 3v3 teams and [sign up by April 10th](#).
- **MN UNITED GAME:** OWSC Club Night is coming up on May 10th at 6PM vs. Austin FC. One hundred first-come, first-served discounted tickets are available if you're interested in planning a team outing. [Link to purchase](#).



Spring 2026 Field Summary:

7v7 PRACTICE FIELDS

Orono Middle School 13A1
Orono Middle School 13A2
Orono Middle School 13B1
Orono Middle School 13B2
Orono Intermediate Field 9A
Westonka HS Field 4A1 (after 6)
Westonka HS Field 4A2 (after 6)

7v7 GAME FIELDS

Orono Middle School Field 15
Orono Intermediate Field 8 (new)

9v9 PRACTICE FIELDS

Orono Intermediate Terrace 7A
Orono Intermediate Terrace 7B
Westonka HS Field 4B1 (after 6)
Westonka HS Field 4B2 (after 6)

9v9 GAME FIELDS

Bederwood Park
Orono Intermediate Field 9B

11v11 FIELDS

Orono Middle School Field 12
Orono Intermediate Field 10
Westonka HS Field 2



Scheduling on Google Calendar

- Calendars will be made available on or around April 12th
 - New managers: You will receive an email invitation to 'add calendar'
- Access details:
 - You'll receive access to fields appropriate for your age group
 - If you're having issues finding field access on a certain date, please reach out for assistance
 - We will open up larger fields to younger teams as requested
 - All fields will be divided for practices. Please only book what you need
- **DO NOT** change entries for other teams - reach out to OWSC staff with any concerns

HELPFUL TIPS

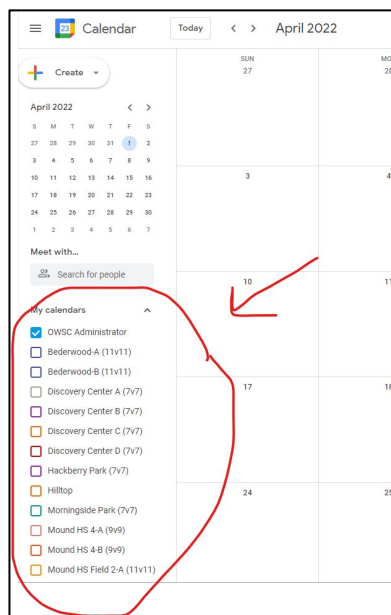
- **There are blocks for games and field access restrictions - do not schedule practices if you see a block**
- Discuss number of practices / week and length of practice with your coach
- OWSC encourages teams to practice 2X/week in addition to games
 - Field maps can be accessed [HERE](#)



STEP 1: ADD ALL HOME GAMES To be completed April 11 - April 13

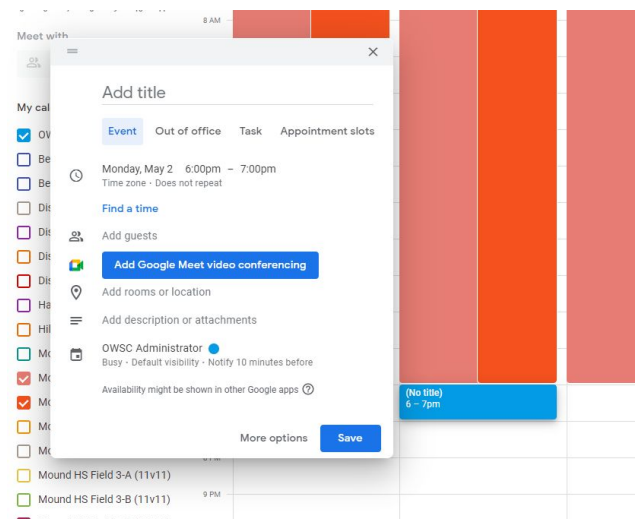
STEP 1: Add Calendars (link in email)

STEP 1: Select the calendars you want to view

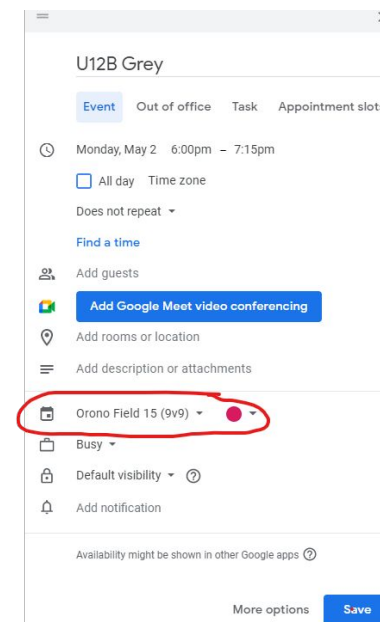


STEP 3: Select date/time to add event & complete game details

*Label title with "GAME: AGE GROUP, GENDER, TEAM NAME"
(i.e. GAME: U12B Select)



STEP 3: Select field option from drop down & click save



Fields are divided into 2 halves for practice purposes. **FOR GAMES, MAKES SURE TO HOLD BOTH HALVES OF THE FIELD**

How much time should we hold on the calendar for games?
Since our field space is so limited, please hold no more than 15 minutes ahead of your start time for warm ups. Typically there is enough space off to the side to get an adequate warm up in.

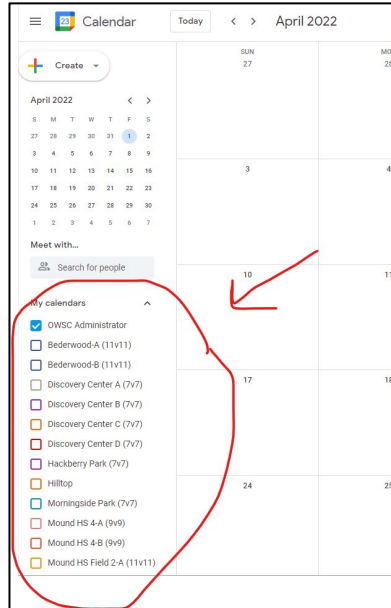
- U9/U10: 60 minutes
- U11/U12: 70 minutes
- U13/U14: 80 minutes
- U15/U16: 90 minutes
- U17-U19: 100 minutes

SCHEDULING / CHANGING PRACTICES



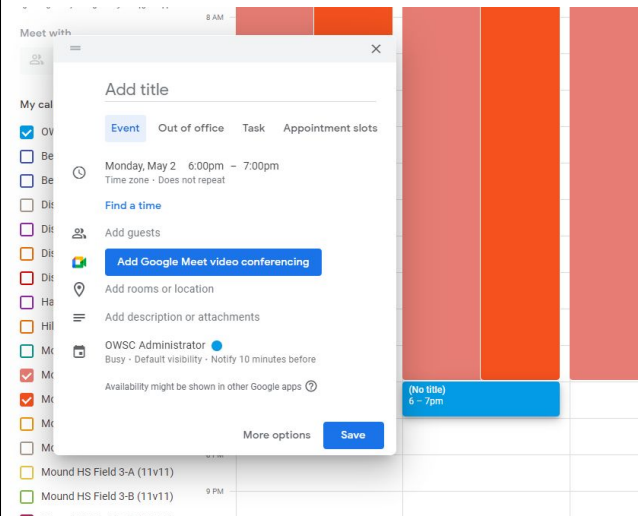
STEP 1: Add Calendars (link in email)

STEP 1: Select the calendars you want to view

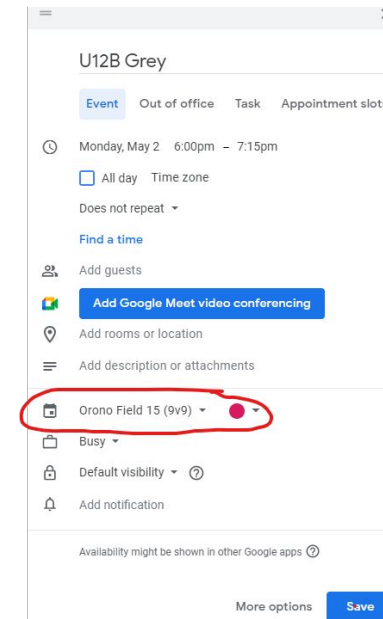


STEP 3: Select date/time to add event & complete practice details

*Label title with "PRACTICE: AGE GROUP, GENDER, TEAM NAME" (i.e. Practice: U12B Select)



STEP 3: Select field option from drop down & click save



Fields are divided into 2 fields for practice purposes. If you have a need to use the full field, you'll need to book two separate 'events' - one on A and one on B.

If you require changes but can't find a solution using the fields you have editing access for, please [COMPLETE THIS SCHEDULING REQUEST FORM](#) for staff assistance.

**PREVIEW:
GAME DAY PROCEDURES**

Game Day Procedures

This page provides tutorials for all of the steps listed below:

<https://support.tcslsoccer.com/hc/en-us/categories/15417994991895-TCSL-NPL-Team-Management>



BEFORE THE GAME

- **Add and/or remove any club pass players** to your roster from within your GotSport team account. *You will need their date of birth and jersey number.*
- **Set the Match Day Roster** specific to the match in question, adding primary and club pass players that will be attending.
- **Update jersey numbers** in the Game Day Roster, including those for club passed players. (NOTE: this can only be done once you have set the list of “Attending” players, the jersey numbers in the “Event Roster” are not editable from the Match Day Roster page)
- **Print off the specific Photo Match Card from GotSport.** This photo roster will have only your team's roster on it and serves as their passes for the game. *Only US Club Soccer-eligible players will be able to be added to the Game Card.*

AT THE GAME

Teams must have at each match:

- GotSport match card with player photos **AND** US Club Soccer pass for each adult coaching, this is given to the center referee.
- Physical player passes do not need to be brought to the match.
- A physical coach pass **MUST** be brought to the match for each coach, assistant coach, manager on the bench with the players.

AFTER THE GAME

- Referees should report scores within 24 hours of the match.
- If 24 hours has elapsed and scores have not been posted publicly, [teams may update scores](#).
- You will need the game number to enter the score, which is available on public schedules and also on the team schedule in GotSport and the Photo Match Card.

How to: Build a Match Day Roster



- 1) From your account, select **Team Management** followed by **Matches**. Filter by the Team (if needed in the case of managers or coaches with more than one team) and Event, (Summer 2026 - TCSL) then click **Search**.

A screenshot of the Orono Westonka Soccer Club management interface. The top navigation bar includes: Dashboard, Account, Events, Reporting, Team Management (highlighted with a red arrow), Team Scheduling, Program Registrations, and Forms. Below this, on the left, is a sidebar with: Teams, Registrations, and Matches (highlighted with a red arrow). The main content area has two dropdown menus: "My Teams" with "2014 Girls Premier - Female U" selected, and "Event" with "Summer 2023 - TCSL" selected. A red arrow points to the "Event" dropdown. To the right of these dropdowns is a green "Search" button.

How to: Build a Match Day Roster



2) Now select the “...” to the right of your Match followed by Home Match Day Roster or Away Match Day Roster.

NOTE: if this is the final game in your schedule, depending on your screen size, you may need to scroll down to get the match options to appear.

Matches

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	
112	Summer 2023 - TCSL	Thu 05/04/2023	07:10pm CDT	Kingston Park - Field 20	 Cottage Grove United SC 2014 Girls White	 Orono Westonka Soccer Club 2014 Girls Premier	White	Scheduled	 
409	Summer 2023 - TCSL	Tue 05/09/2023	06:30pm CDT	Orono Middle School - Orono Middle School Field 15	 Orono Westonka Soccer Club 2014 Girls Premier	 Wave SC 14/15 Girls K. D'arcangeli	W		 

How to: Build a Match Day Roster



3) On that page, you will notice sections for both Attending and Event Roster. Select the players from the Event Roster at the bottom of the page that will be attending the match, then click the Add to Match Day Roster button that will pop up once players are selected.

4) This will push the selected players into the Attending section of the screen and those players will be reflected on your Match Day Roster. If you would like to remove any players from the Attending list, simply click on the green X to the right of the names.

A screenshot of a web interface titled "Event Roster". At the top, there is a header "Event Roster" and a sub-header "Bulk Actions (11)". Below this is a green button labeled "Add to Match Day Roster", which is highlighted by a red arrow pointing from the right. Below the button is a list of player names, each with a blue checkmark in a box to its left and a small profile picture to its right. The names listed are "Dittrich, Whitney", "Dougherty, Bela", "Joseph, Nola", and "Leinfelder, Eleanor". A purple button with the word "port" is partially visible at the bottom left of the screenshot.

How to: Add Club Pass Players (Subs)

Click the green 'Add Club Pass Player' button next to the 'Add Player' button and search for the player by their first name, last name, and DOB and then add them. That player will now be listed as a Club Pass Player in the system.



Clone Prev Match Roster

Add Club Pass Player Hide

Search for players within the team's club to add him/her to the team.

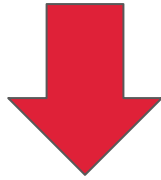
First name	Last name	DOB			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

How to: Build a Match Day Roster



1) Once you have the attending roster set, you're ready to print the Photo Match Card. Click on that button in the upper right

2) The Photo Match Card will generate in a new tab, save and print the .pdf generated.





Summer 2023 - TCSL
system.gotsport.com/scoring
 Event Code: 888e13
 Event PIN: 0118

Printed At: 03/30/23 03:27PM EDT



Field: Kingston Park: Field 20 **Date: 05/04/23** **Time: 07:10PM CDT**

White **Game#: 112**

H COTTAGE GROVE UNITED SC 2014 GIRLS WHITE		Score:	A ORONO WESTONKA SOCCER CLUB 2014 GIRLS PREMIER		Score:
	1. Whitney Ditrich			2. Bela Dougherty	
	3. Nola Joseph			4. Eleanor Leinfelder	
	5. Piper Marjamaa			6. Stella Marsten	
	7. Kiara Murray			8. Josephine Shannon	
	9. Addison Sloat			10. Myka Spears	
	11. Brynn Wilkes				

ID	#	Name	✓	DOB	Yellow	Red
1 9838753	17	Whitney Ditrich		03/14		
2 4180306	60	Bela Dougherty		05/14		
3 4180230	31	Nola Joseph		07/15		
4 2888525	16	Eleanor Leinfelder		06/14		
5 4180168	35	Piper Marjamaa		02/14		
6 4180166	37	Stella Marsten		04/14		
7 2888627	30	Kiara Murray		06/14		
8 4180077	41	Josephine Shannon		05/14		
9 4180070		Addison Sloat		05/14		
10 4180063	43	Myka Spears		05/14		
11 9838763	6	Brynn Wilkes		01/14		

How to: Clone Roster From Previous Games


1) If the same players will be attending subsequent matches, you can Clone the roster from the previous event date. Go to the match date you are wanting to work on and select Search. Then you will select Clone Prev Match Roster.

2) That will populate the Attending section with the same players that were set for the previous match and you are now ready to print the Photo Match Card.



How to: Update Jersey Numbers

- 1. Click the "Team Management" tab at the top of your page, and click your team name.
- 1. Click "Rosters" at the top of the pop-up screen, choose your event roster in the drop down menu (Summer 2026 - TCSL) and click search. You can add jersey numbers there.



Id Number	Jersey	Position	Gender	DOB	Status
7071823 USCLUB	17		Female	2014-03-26	P
3061786 USCLUB	60		Female	2014-05-09	P



Recruiting additional players

- Ask the coach, not just the team manager, if it is okay to borrow players.
- Take recommendations for players to play up with the older team.
- Make it clear to parents that if kids are playing up they still have a commitment to their original team and that it should be the priority.
- Watch out for playing favorites so it's not just the same kids every time.
- Go to teams in your age group or the age group below yours. **Players cannot play down more than two playing levels (i.e. a player on an OWSC Elite (Red/Regional) team cannot sub for a OWSC Select (Blue/Cities) team).**



Referees

There are likely to be rescheduled matches due to lack of referees.

Be part of the solution, consider becoming certified

Respect the Ref...we need them to return!

Options if you do not have a referee on game day:

1. (U9 / U10) Coaches agree to play the game and make calls, record the result
2. Postpone / Reschedule



Sideline Behavior

Soccer is a game which sees players, coaches and yes, referees, making errors on a regular basis. The game of soccer is imperfect, which contributes to its beauty. Mistakes are inevitable, in every soccer game, but **it is the adults that can set a positive example** by being accepting of mistakes even in the most competitive of circumstances.

Referees must be treated with respect, for without them, we will see more and more games being rescheduled due to a lack of officials willing to work. These officials are sons, daughters, fathers, mothers, grandfathers, grandmothers – if they were yours, how would you like others to treat them?

Those that cannot control themselves on the sideline, those that cannot appreciate the beauty of the game that it is, those that frequently lose control of perspective and of themselves over the course of a youth soccer game ... are asked to please stay home. Leave the game and its enjoyment to others.



Game Cancellations Due to Weather



If the game is canceled due to weather prior to arrival at the field:

- Remember that only Referees can cancel a game due to questionable weather. Even if Coaches agree to cancel, both teams may be subject to an TCSL fine for forfeiture if they do not show up for a game or decide to leave a game in progress before the referee has called it. If the weather is too dangerous to be on a field or to travel in, contact the home team so they can contact their Referee Coordinator to attempt to call the game ahead of time.
- Determinations on field conditions are typically made mid-afternoon. If fields are closed we will send an email and update the field status on our home page.

FAQ's



Question	Answer
Where do I find addresses for fields?	Home field information can be found HERE . For away games, we recommend looking on the opposing club's website for field information, searching in google and/or reaching out to the other team's manager as needed.
Do I need to print a new game day roster for every game?	Yes, please plan to print and bring a game day roster specific for each match.
I'm missing a player on my Got Sport Roster - what do I do?	Let OWSC staff know! We'll work with you to make sure the player is added to your roster.
Is it my job to add guest players?	Yes - you can do this on Got Sport. You'll find instructions HERE .
Will you print & laminate my coach / manager passes? What about my player rosters?	OWSC will print and laminate your coach & manager passes. They will be available to pick up with the equipment bags in Mid-April.



THANK YOU!



Rescheduling Games

After TCSL releases the game schedules (March 24th), you have a limited period of time to reschedule games. [\(Rescheduling period begins March 24th and April 10\).](#) This process is done through the Got Sport platform.

Start this process right away. Despite best efforts, it sometimes takes a few days to get a reschedule done.

This resource walks you through the process.

<https://tclsoccer.app.box.com/s/9k46bwrtd7z31bq4vl19jlsaude8poij>

1. **Communicate with opponent** (within GotSport) and coordinate the new date/time/location for the rescheduled match. Try to stick with your scheduled game nights. Okay to deviate from typical game nights if needed.
2. **IF HOME GAME: Request** change through MN Elite Assigning [via this form](#) to determine field & referee availability. Do not submit the request until you have heard back from the assignor on field availability.
3. Once and a date/time/location is agreed upon, the home team **submits a “Request”** to the TCSL office with details of the new date/time/location.
4. If “Agreed”, the TCSL office will **approve the reschedule and update the master schedule** and both home team and away team will receive an email confirmation. Upon approval, the home referee assignor and home field coordinator will also receive the details via email.
5. **IF HOME GAME:** Update Google Calendar with new game schedule