



## **EBU Select Manager Information**

THANK YOU for taking on the role of team manager for your child's team! All of us at EBU appreciate your willingness to volunteer for this important role!

The team manager is responsible for the administration of the team's activities and for communication between the families on the team and the coach/club. The role of the team manager is critical to the success of the team and directly impacts the positive experience of the team. The role of the coach is to instruct players on their soccer skills and direct players at practices and games. The team manager handles "off the field" responsibilities.

The following is an outline of the typical responsibilities of the team manager.

### **General Administration and Communication**

**Contact List** - After offers have been extended and accepted, the EBU office or your coach will provide you with a contact roster with names, phone numbers, & email addresses for your entire team. Once you receive this, you can set up your email distribution list and/or TeamSnap account to communicate with your team. Be sure that everyone is receiving communications and add any additional emails as needed. You are not required to use TeamSnap, but it is a very helpful tool. (Most teams use the free version of TeamSnap, but you can contact your treasurer about purchasing a more advanced version of TeamSnap if needed. See more information below.)

**Registration** - Please remind families to register and upload a headshot picture of their player for his/her player pass and the official team roster. The team cannot get registered with the Waukesha County registrar and WYSA (and official rosters and player passes can't be processed) until all players have registered and uploaded a headshot. Make sure you tell EBU staff about any changes to your roster (adds, drops, etc.).

**Team Expectations** - The coach should talk to the team/parents about practice and game expectations, their coaching philosophy, and goals for the team. Make sure your coach specifies how players/families should contact him/her.

**TeamSnap App** - TeamSnap is a great app to use for team contact information, game schedules, statistics, etc. Once team information is entered, you can send families automatic reminders and email communications through TeamSnap. You also can post the team game and practice schedule using this app. The basic version of Team Snap is free and can be accessed across all platforms. However, for more capabilities, like live game updates or photo/form storage, you will need to pay for an upgraded version. (The cost is approximately \$70 to \$130 a year, depending on the features you choose). If you decide to use a upgraded version, you can pay for it using money from your team account.

**Team Account** – EBU collects \$200 per select player at the start of fall and deposits it into each player's team account. This money is used for tournament registrations, referee fees, team social events, gifts, and your coach's expenses (meals/mileage/hotel). Once this money is spent, it is your team treasurer's responsibility to collect any additional team fees needed to pay for team expenses. All team fees collected are given to the EBU Select Treasurer who will deposit the funds into each team's account. (Player registration and uniform fees are paid online by families and are not paid with team fees.) Note: Referee fees are paid upfront by the team and then reimbursed to the team account at the end of the season/year. State Cup referee fees are now included in the State Cup team

registration fee.

**Team Jobs** - EBU encourages managers to ask other parents to help with team jobs. This helps distribute team responsibilities to others, so the manager does not have to do “everything”. A description of recommended team jobs, that can be assigned to parents, are listed on our website. It is up to the manager to decide which jobs they want to delegate and which jobs they want to do themselves. Jobs to consider delegating to other parents include treasurer, score reporter, statistician, and tournament registrar.

**Medical Waivers** - Have your families complete the Wisconsin Youth Soccer Association (WYSA) Medical Waiver. (You can find this waiver on the EBU website.) If you are traveling to another state you may want to have parents complete that state’s medical waivers, as well. Always keep the originals with you. Make copies for tournaments and/or scan them into a pdf file. You also can upload scanned copies to TeamSnap, so you always have copies.

## **League Play**

**Wisconsin Youth Soccer Association** - WYSA is the governing body for youth soccer in Wisconsin. They determine the rules, regulations, and policies for select soccer leagues in the state. They also are responsible for game schedules for these leagues. League standings, schedules, and field directions can be found on the WYSA website ([www.wiyouthsoccer.com](http://www.wiyouthsoccer.com)). Various documents, including Notification to Travel forms for tournaments, can be found on the WYSA website as well.

**Player Passes & Rosters** - EBU submits team rosters to the Waukesha County registrar for approval and for processing of official rosters and player passes. The EBU club administrator/registrar will email your WYSA roster to you when approved and will notify you when your player passes are printed and ready for picked up. Managers can punch a hole in the corner of each player pass so they can be bound by a binder ring and kept together. Each team’s manager or coach should have the passes available at games and tournaments. Since there are now pictures of players on team rosters, you may not need to use your players passes for games and in-state tournaments. However, if used for a game or tournament, make sure passes are returned to you or your coach by the referee at the end of each game. If you are borrowing players from another EBU team, you will need their player passes, as well as a copy of each player’s team roster. Note: Many tournaments are now requiring scanned/electronic versions of rosters, waivers and player passes.

**Onsite League Game Responsibilities** - You or a team representative should have the following items ready for the referee:

- Referee Payment
- Your official WYSA roster. Make several copies and have them ready for the season.
- Player Passes for everyone who is playing in the game. (Again, since there are now pictures of players on team rosters, you may not need to use your players passes for games and in-state tournaments.)

Referees are paid in cash before the start of each game. Failure to present payment to referees before a game could result in a forfeit. (See referee information/links on EBU website for the exact fees for your age group.) For all leagues except the Elite Academy league, each team pays half of the referee fees – you pay half, and your opponent pays half. It is helpful to put payments in envelopes ahead of time, labeled with your team’s name and the date and location of the game. Only pay for refs that are there. Keep a spreadsheet of the referee fees paid at each game. You will need this information to get reimbursed from EBU for your referee fees at the end of the fall and spring seasons. **(NOTE: If you team is playing in the Elite Academy, the home team plays all the referee fees.)**

**Field Information** - You will need to provide field information to your team for all games. To determine which field you are playing on and to find directions to that field, go to the WYSA website, visit the schedule page, and select the field name on the schedule to obtain directions to that site. You also can go to the opposing team’s website. You may want to upload the directions link and/or field maps to TeamSnap.

**Team Folder** – It is recommended that you carry a folder with you to all games and tournaments that includes your team’s player passes, a copy of your official WYSA roster, copies of your team’s medical release forms, and referee fees. Also, consider keeping contact phone numbers (coach’s, teammate’s), the master schedule, and field locations in this folder when you travel.

**Game Score Reporting** - Please post your game scores to the WYSA website within 48 hours. You will receive a password and login information from WYSA before the start of the season. The Midwest Conference and Elite Academy have different score reporting procedures. Please see the Midwest Conference or Elite League websites for details.

**Game Rescheduling Procedure** - If a game needs to be rescheduled, contact EBU field scheduler Robin Rameker at [robin.rameker@elmbrookunited.com](mailto:robin.rameker@elmbrookunited.com). All home game conflicts/reschedules (fields & referees) will be handled by Robin. Away game conflicts/reschedules will be handled by the opposing team.

### **Regional League Play**

Some teams (usually Elite teams) will be selected to participate in the Midwest Conference of the Elite Academy or US Youth Soccer National League - Midwest Conference. There are specific instructions to follow for teams in these leagues. For more information about the Midwest Conference of the Elite Academy, please go to:

<https://eliteacademyleague.com/#s-home>. For more information about the US Youth Soccer National League - Midwest Conference go to: <https://usyouthsoccer.org/midwest-conference>.

### **Tournaments**

**Tournament Registration** – Your coach will notify you about tournaments your team should register for. Tournament registration deadlines occur weeks, sometimes months, before the actual tournament so it's important to make note of registration deadlines on your calendar. Get your registrations done early. Most tournament registrations can be completed online through the host club's website and require payment and some type of roster information at the time of registration. You will create your own login for these sites. Note: You do not have to have an official roster to register for a tournament. You can add an official roster to your tournament registration at a later date or bring a roster with you when registering your team on-site before the tournament. Some tournaments also will require that you complete an official tournament roster.

**Tournament Fee Payments** - Tournament fees are paid with your team fees. Managers can request that a check be mailed directly to a tournament to pay the tournament fee. Or managers can pay the tournament fee with a personal credit card and get reimbursed for the fee through their team account. All check and reimbursement requests should be made through your team treasurer. Note: You do not have to pay referees at tournaments.

**Tournament Travel** - If you are traveling to tournaments out of state, make sure you fill out the Notification to Travel form. This form can be accessed from "The Tournament Center" website: <https://htgsports.net/tournamentcenter.aspx>. You will need to create an account in "The Tournament Center" to access the Notification to Travel form. In-state tournaments do not require a travel permit.

**Club Pass Players** - If you are using a player from another EBU team (club pass player) at a game or tournament, you will need to contact the manager of that player's team to borrow the player's pass for the tournament. You also will need a copy of the player's official team roster. You can only use EBU players with the same birth year or a younger birth year. Be sure to check tournament guidelines for any specific tournament rules regarding club pass (guest) players

**Tournament Check-In** – Each tournament has a different set of rules for online or onsite check-in. Most tournaments have done away with onsite check-in and now have managers submit their team documents prior to a tournament. They may ask for copies of player passes ahead of time and ask that all items be submitted electronically days or weeks in advance. Other tournaments require managers to check in their teams onsite, just prior to the tournament. The check-in station may or may not be located at the location of your game. (This information should be on the tournament website. Please read this information carefully so you bring all the required documents.) Typically, you need to check in with your player passes, WYSA roster, and medical release forms prior to your first tournament game. If you are traveling out of the state, you will need a printed copy of the Notification to Travel form. If you are using a club pass player, you will need that player's pass and a copy of the player's official team roster.

## **Miscellaneous**

**Team Contact Information** - Team Managers should put together a team contact document with the coach's and parents' phone numbers, email addresses, and home addresses for carpooling, etc. It also is important that you have everyone's phone numbers with you in case you need to contact someone while you are at a field. We recommend putting your team phone numbers in your cell phone as well as having them on TeamSnap.

**Conflict Resolution** - The manager is not responsible for conflict resolution. If there is an issue on your team, refer the parent to the coach first. If the conflict remains or isn't solvable by the coach, contact Joe Luedke, EBU Director of Coaching at [joe.luedke@elmbrookunited.com](mailto:joe.luedke@elmbrookunited.com).

**Information or Questions** – For registration/financial/general information or questions, contact the EBU office staff at [info@elmbrookunited.com](mailto:info@elmbrookunited.com) or (262)781-7348. Office hours are Tuesday/Thursday 9:00 am to 1:00 pm and Tuesday/Wednesday 6:00 - 8:00 pm.