



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/EBU. 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 the players on their soccer skills and direct the players at practices and games. The team manager handles the "off the field" responsibilities.

The following is an outline of the typical responsibilities of the team manager. The coach and team manager should have ongoing dialogue about roles and expectations for your team. Every team can benefit from having a 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. (Fun Fact: The Player's ID # is their initials followed by their date of birth—often one of the things you need for tournament registration is DOB.) You are not required to use TeamSnap, but it is a very helpful tool.

Registration - Once rosters are formed, the EBU office will issue an official email "invite" to each player/family from our registration system Demosphere. Please remind families to make sure they complete player registration and upload a picture of their player for his/her player pass. The team cannot be registered by the club registrar (and official rosters and player passes can't be processed) until all players have registered. Make sure to let EBU staff know of any changes to your roster (adds, drops, etc.).

Team Meeting - Your coach should be setting up a meeting with all the families on the team right away to discuss expectations, tournament options, practice nights, etc. This is a great time for everyone to meet each other and discuss expectations for the team. The coach will talk about practice and game expectations, as well as 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 all the information is inputted, families can receive automatic reminders as well as email communications. It is important to have the game and practice schedule posted as a reference for your team, whether you do so by TeamSnap or not is up to you. It is up to you to determine how much you want to use TeamSnap. The app is a free and can be accessed across all platforms. However, for more capabilities such as Live Game updates, photo/form storage, you will have to use one of the paid versions (approximately \$10 a month). If you choose to use the paid version, you can pay for it with money from your team account. For most teams this works out to about \$5 per family.

Team Account - Your team treasurer is responsible for collecting team fees used to pay for tournament registrations, referee fees, team social events, gifts, and your coach's expenses (meals/mileage/hotel). These checks are given to the EBU Select Treasurer, Diane Drews. For 2018/19, the \$200 deposits paid by families have been deposited to your team accounts.

- Player registration and uniform orders are not part of the team account and are paid online by the individual players.
- Referee fees are paid upfront by the team and then reimbursed to the team account at the end of the season/year.

Team Jobs - EBU states that each family is responsible for completing a team job—mainly to distribute the duties so one person doesn't feel overwhelmed by all of the tasks. A description of the recommended jobs can be found 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. Having a Treasurer, someone to pay the Refs, and a Score Reporter/Statistician are good jobs to delegate. Keep in mind all families are also required to do one volunteer job for the club for each player in EBU.

Medical Waivers - Have your families complete the Wisconsin Medical Waiver and keep the originals on file with you. If you are traveling to another state (IL mainly) you will also need that waiver. Always keep the originals—make copies for tournaments and/or scan them into a pdf file. You can also upload them to TeamSnap so you always have copies.

League Play (State League)

Wisconsin Youth Soccer Association - WYSA is the governing body for youth soccer in Wisconsin. They determine the rules, regulations, and policies for select soccer in the state. They also are responsible for league game schedules. League standings, schedules, and field directions can be found on the WYSA website (www.wiyouthsoccer.com). Various documents like the Medical Waivers & Notification to Travel form for tournaments can be found on the WYSA website, as well.

Player Passes & Rosters - The EBU registrar submits the team rosters to the Waukesha County register, who approves the official rosters and player passes for each team. The EBU club registrar will notify you when your player passes are printed and ready to be picked up. A hole may be punched in the corner of each pass so the player passes can be bound by a binder ring to keep them together. You or your coach **MUST** have the passes in order to play a game. Always make sure passes are returned to you or your coach by the referee at the end of a game. If you are borrowing a player from another age appropriate team, you will need their player pass as well as the official WYSA roster from that player's team.

Onsite League Game Responsibilities - You or a team representative should present the referee with the following items:

- Your official WYSA roster. Make several copies and have them ready for the season.
- Player Passes for everyone who is playing in the game. Failure to produce player passes will result in a forfeit
- Referee Payment. Pay the referee fees in cash before the start of the game. EBU will give you the money from your team account once you have turned in a proposed budgeted amount to the Select Treasurer. Failure to present payment to refs could result in a forfeit. (See referee fee chart for the exact fees for your age group.) Remember, each team pays for 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 name & date and location of the game. Only pay for refs that are there.

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 the field site. You can also go to the opposing

team's website. You may want to upload the directions link and/or field maps to TeamSnap.

Team Folder - You should have the team's player passes, a copy of your official WYSA roster, and copies of your team's medical release forms with you at all games and tournaments in addition to the referee fees. We recommend that you organize all of this information into a plastic (in case of rain) file folder and bring it with you to all games and tournaments. It is a good idea to keep contact phone numbers (coach, teammates), the master schedule, and field locations with you when you travel to games.

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 (Pat Hodgins) before the start of the season.

Game Rescheduling Procedure - If a game needs to be rescheduled, talk to the opposing team manager about available dates to reschedule. Then contact the EBU field scheduler (Robin Rameker – robin.rameker@elmbrookunited.com). All home game conflicts/reschedules (fields & referees) will be handled by Robin.

Tournaments

Tournament Registration – Your coach will notify you which tournaments they would like to play in. Tournament registration deadlines occur weeks sometimes months before the actual tournament, so it's important to mark the registration deadlines on your calendar. Get your registrations done early. Most tournament registrations are done online through the host club's website and require payment and some type of roster information at the time of registration. 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 it with you when registering your team on site before the tournament

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 tournament 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 on the WYSA website: (http://www.wiyouthsoccer.com/tournaments/travel_quest_play/). In-state tournaments do not require a travel form. It is important to communicate the dates and locations of your tournaments to your families ASAP and check on their on their availability during for any tournaments held during summer months.

Club Pass Players - If you are using a player from another EBU team (club pass player), you will need to contact the manager of that player's team to borrow his/her player pass for the tournament. You will also need a copy of the player's official team roster. You may only use EBU players with the same birth year or younger who have a player pass.

Onsite Tournament Check-In - The check-in station may or may not be located at the location of your game. There should be manager information on the tournament website, please read this carefully so you bring all the required documents. Each tournament has a different set of rules for onsite check-in. Typically you need to bring your player passes, roster, and medical release forms to the check-in station 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 player pass and a copy of the player's official team roster. Some tournaments are now asking for copies of player passes ahead of time.

Miscellaneous

Team Contact Information - Team Managers should put together a team contact document with the coach and parent phone numbers, email addresses, home address for carpooling, etc. It is also 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.

Pocket Roster - Parents really appreciate a laminated roster with player names, jersey numbers, and parents' names. It is especially helpful in the early season. This can be a team "volunteer" job that you can assign to one of your parents.

Conflict Resolution - The manager is not responsible for conflict resolution. If there is an issue on your team, refer the parent first to the coach. If the conflict remains or isn't solvable by the coach, please do not hesitate to contact Joe Luedke, Director of Coaching, Elmbrook United Soccer Club (joe.luedke@elmbrookunited.com).