

## U9-U10 In-House Manager Information

Thank you for volunteering to be the manager for your player's team! As always, please do not hesitate to contact me with any questions. Daz Elliott at [middletonunitedregistrar@gmail.com](mailto:middletonunitedregistrar@gmail.com)

**Practices officially start the week of August 28.**

**Games will start the weekend of September 6 and run through (possibly) early November.**

Games will typically take place each weekend between 8:30am-3:00pm on Saturday and between 12:00-4:00pm on Sundays

Here is a list of manager responsibilities: ([Using Playmetrics as a Team Manager](#))

### **PRESEASON Checklist**

- Communicate with the coach(es) before the start of the season regarding any information that they would like shared with the team
- Contact information and roster will already be in the system
  - Establish communication with team
  - Games & team practices will be entered into the Playmetrics system by the Club
  - Determine if you would like to track availability for team events
- Communicate with all players through Playmetrics.
- Work with coach to determine and register for any tournaments for the season (see below)
- Send a welcome email introducing yourself and providing any updates or information that you may want/need to share with the team (ie referee fees, tournament fees, practice times)
- Collect team fees (referee and tournament fees) before the start of the season (details below)
- Make copies of your official roster - make 10 copies to give to the coach - one will be needed for each game. A copy will also be required for tournament check-in. You can obtain the official roster in Playmetrics in the MAYSA club once it has been approved.
- Make copies of the WYSA waiver for any tournaments. Under player resource. These are required for each player at tournament check-in.

### **DURING THE SEASON**

- Practices officially start the week of August 28. (practice schedule below)

- Communicate with families throughout the season about practices/games, changes, cancellations - reminders are helpful!
- Coordinate payment of Referee Fees for home games and any tournament fees
- Managers of the home team are asked to report scores for games. Instructions below:
  - Record scores online within 7 days of match:
    - Go to <https://playmetrics.com> (sign in if needed)
    - Navigate to your Team Admin—MAYSA role by selecting it from the dropdown at top left.
    - Click on “Schedule” and select desired game
    - Click on “set score” and enter score
    - After 7 days, scores can no longer be entered online and must be emailed to MU at: middletonunited@gmail.com. Include: game #, Home team name and goals scored, Away team name and goals scored
- Coordinate tournament details or ask for a volunteer tournament coordinator to assist
- Determine if your team would want an end of the season gathering or social outing and coordinate or seek a volunteer to coordinate

## **TEAM FEES**

**All team fees should be collected at one time if possible (referee and tournament fees) before the start of the season**

### **Referee Fees**

**ALLIANCE/IN-HOUSE:** Each team will need to pay the (one) referee for their 4 HOME games (\$25 per home game). You should split the total fee (\$25 x 4 home games = \$100) by the number of players on the roster to determine the amount owed by each family.

For each home game, please have the referee fee (cash) in an envelope and labeled. Payment is to be given to the referee(s) before the start of the game.

### **Tournament Fees**

If the team decides to participate in a tournament, coordinate with the coach(es) to determine who will register the team. Options for payment include:

1. Register and pay with credit card, get reimbursed once fees are collected before the start of season

2. Collect team fees as soon as you know tournament expenses, opt to pay by check and submit payment once all team fees have been collected

**\*\***The fee for the tournament should be split evenly by all team players regardless of whether they are playing in the tournament or not.

## **TOURNAMENTS**

Contact Daz ([middletonunitedregistrar@gmail.com](mailto:middletonunitedregistrar@gmail.com)) several weeks prior to the tournament for official rosters and WYSA waivers if you do not already have them. WYSA waivers will need to be printed out and copies available for check-in.

### **A REMINDER OF LEAGUE DETAILS:**

- U9-U10 play 7v7 (with goalies)
- \$10-\$50 Referee/Tournament Fees (individual team fees vary)
- Practices vary ([CLICK HERE for Practice Google Doc](#)) (still finalizing)) and begin late August
- 4 home games @ Middleton fields; 4 away games @ west side fields

**JERSEYS:** Wear your **RED** jersey to games. If there is a color conflict, the HOME team should switch to their **GREY** jersey. (ALWAYS bring both jerseys)

### **EQUIPMENT**

- Shin Guards (required)
- Flat soled shoes, turf shoes or molded round cleats
- Water bottle
- **BOTH** jerseys (for games)
- Size 4 soccer ball

**Practice Schedule** ([CLICK HERE for Practice Google Doc](#))

**COACH PASS CARDS - Risk Management - COACHES ONLY for 9U-10U**

**teams**

**[PlayMetrics/SafeSport training/Risk Management - Required](#)**

Here is a [link to the PlayMetrics Guide on completing your Risk Management.](#)

All team staff must have a Risk Management Pass through Wisconsin Youth Soccer Association (WYSA) to be on the team side during games. We will provide you a printable electronic version of your pass once you have completed all requirements. As of Fall 2018, this requirement extends to all team staff designated on the official team roster and all adults associated with teams and players in a club. Information on these requirements can be found at: [www.wiyouthsoccer.com/member-services/risk-management/](http://www.wiyouthsoccer.com/member-services/risk-management/). As a manager, please inform the registrar if you are going to be participating in practices or will be on the side during games, so all necessary requirements are sent to you to complete.

In the process of starting your Risk Management, you should receive an email from WYSA (PlayMetrics) prompting you to complete the training if your approval is not current. For returning coaches, expiration dates are listed on your coach pass card.

This process includes:

1. Accessing PlayMetrics through the email prompt by Playmetrics email
2. Uploading a photo
3. Completing the Background check (the background check is free)
4. Completing any required SafeSport or Concussion protocol training

#### [Additional Guide for Coaches and Managers](#)

Please note this training can take a couple of hours if this is your first time completing it. If you have any questions, please email Daz ([middletonunitedregistrar@gmail.com](mailto:middletonunitedregistrar@gmail.com)).