



TEAM MANAGER MANUAL (2025/2026 SEASON) LAST UPDATED (07/29/2025)*

*This is a working document and will be updated throughout the season

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What's New For 2025/2026

We have a few changes going into the 2025-2026 season. They are as follows:

1. COMING SOON: We will be collecting team fees through a team portion of Playmetrics and managers will have access to a debit card to be able to make payments for team needs. (Details coming soon)
2. New budget templates have been created for all U9-U12 Teams and Tier 2 Teams, Tier 1 Teams are being revamped as we get more information about the new seasons. Budgeting will take place directly in Playmetrics.
3. We will be offering on-site working sessions throughout the season(s) for all managers to assist with budgeting and season related items.
4. Teams with more than 1 manager will now both receive credit for volunteering.
 - a. Jobs will be divided on an individual team basis of what works best for that specific team (example below):
 - i. Mgr 1: budgeting/fees/travel
 - ii. Mgr 2: events/game rosters

Manager Requirements for TCSL

You will receive Playmetrics access as a team manager once you finish the below steps that are required by US Club Soccer and TCSL.

Background Check/Online Training

Once you have been confirmed as a manager, the Club Administrators will send you a detailed link that will have step by step instructions on completing all background checks and required online training. This information will also include a code for paying for your background check. Please do not pay for your background out of your own pocket. Training will need to be completed within 1 week of receiving the information.

- Complete a background check (NEW every year)
 - This will take approximately 15-20 minutes to complete
- Adverse Eligibility List Review (New Every 2 years)
This will take approximately 10 minutes to complete
- Complete your SafeSport Training (every year)
 - It will take approximately 90 minutes for the core training, and 30 minutes for the refresher courses
 - **Note:** You will need to use the same name and email address for your training as you see it in GotSport for the system to find your previous training. [Click here](#) for Q&A's.
- Complete the Heads Up Concussion Course through the CDC (every 3 years), MLS every year
- Upload a headshot of yourself for the manager's pass

Once you have completed all the above items, you can receive your adult pass. You will use the same login to see the team schedule, print passes, and game-day rosters. Once all steps have been completed and your background check is approved, you will receive access to your team in both GotSport as well as Playmetrics.

Different Organizations we Play within

TCSL: Twin City Soccer League (TCSL) is a Metro organization. They have Clubs within a 30-mile radius of the Twin Cities. They are part of the US Club Soccer. TCSL uses GotSoccer for official rosters, player passes, and game-day rosters. You must print and laminate player passes. **The majority of our teams will participate in this league.**

MYSA: Minnesota Youth Soccer Association is a State organization. They have clubs throughout the state of MN and part of Wisconsin. They are part of the US Youth Soccer Association. MYSA uses Affinity Sports for official rosters, player passes, and game-day rosters. Player passes are digital for all league games.

ENCL-RL: Elite Clubs National League - Regional: This is a league for our top tier girls teams that will participate in games locally as well as specific elite tournaments throughout the year. All player/coach/manager passes and schedules will come through GotSport.

MLSNext New Tier: This is a league for our top U13+ boys teams. Teams will participate in both local as well as away games in Wisconsin with specific elite tournament options throughout the year. More information will be provided as we receive it from the organization.

Different Programs we use per League

Playmetrics: This is used for all Club Communication, Team Communication & Calendars

TCSL & NPL: GotSport for Player Cards, Rosters, Schedules, Game Rescheduling, and many tournaments.

MYSA: StackSports for Player Cards & Rosters. GotSport for Scheduling.

ENCL-RL: Athlete One for all Player Passes, Rosters, Game Day Needs & Schedules

MLSNext New Tier: Kitman for all Player Passes, Rosters, Game Day Needs & Schedules

Role of the Team Manager

The role of the team manager(s) is critical to a positive experience for your team. The role of the coach is to teach the players their soccer skills and direct them to practices and games. The team manager should provide positive administrative support for the coach and the team to ensure communication happens throughout the season.

Thank you for volunteering!

What to Expect

Now that you have completed the above requirements, you will be given access to the following programs:

- **Playmetrics:** You will be added as a manager to your team, giving you administrative access to add games and events as well as communicate with the team.
- **GotSport (TCSL, NPL, ECNL-RL):** You will be added to your team in GotSport. This will grant you access to seeing your schedule, team roster as well as the ability to complete your administrative roles. (this program is not super mobile friendly)

- **Kitman (MLSNext):** You will be added to your team in Kitman. This will grant you access to your schedule and team roster, as well as the ability to complete your administrative roles.
- **Athlete One (ECNL-RL):** You will be added to your team in Athlete One. This will grant you access to your schedule, team roster, as well as the ability to complete your administrative roles.

Team Manager Check-List

To help keep you on track, I have a checklist.

[U9-U10 Checklist](#)

[U11+ Checklist](#)

What Are My First Steps

Now that you have completed the above requirements, here are your next steps.

- Introduce yourself to the head coach
- Get on the same page as the head coach
- Set a date and time with the head coach for a team meeting
- Send an email to the team regarding the team meeting & introducing yourself
- Start collecting conflict dates for the fall/winter/spring season (this is a working document, so remind your families about it throughout the year, so that they can add to it)

*Meetings can be held via Zoom, at someone's house, parks, restaurants, etc.

Team Meeting

Fall Season - At the first team meeting, the coach should state the expectations of the players and parents and discuss the tournaments the team would like to participate in. The coach has the ultimate say on the tournaments; however, they should take into account if they will have the commitment needed to compete in them. The coach should have suggestions. Budgets should be reviewed at the meeting.

Winter/Spring/Summer Season - At the team meeting, the coach should state the expectations of the players and parents and discuss the tournaments the team would like to participate in. The coach has ultimate say on the tournaments; however, they should take into account if they will have the commitment needed to compete in them. The coach should have suggestions. The coach should have suggestions. Budgets should be reviewed at the meeting.

Medical Waivers

Many tournaments require that the team has medical waivers available. The medical waivers can be found in Playmetrics. You can find medical waivers in Playmetrics for your team. You will need to go to the team's roster and click on the player's name, resources, and the most recent US Club Form. You will need to download it in order to print it. Some tournaments (ex: NSC) will require you to fill out new release forms for them. Please follow the steps provided by the tournament for this.

Budgets

Each team will have an individual budget that pays for items such as: tournament registrations, team events, coach gifts, travel coach expenses (paid coaches only), etc. It is important to work directly with the coach on your budget so they are aware of the out-of-pocket costs to the families. These costs are above and beyond their LSC registration fees and are required by ALL families, whether they attend an event or not. LSC will offer meetings to help with the budgeting process as well as assist in collecting of funds as we understand this is the most challenging aspect for many teams.

Average Team Fees:

Select Teams - \$800-\$1,200

Academy Teams - \$500-\$700

Competitive Gold - \$250-\$400

Competitive Black/Red - \$150-\$300

Payment Plans: LSC will work directly with any families that need a payment plan. This is no longer the team manager's responsibility.

Winter League - Tier 1 Teams: These fees will no longer be collected by the manager. LSC has added them into your registration fees.

Winter League - Tier 2 Teams: These fees, including dome fees must be paid for by the team, they are not included in your budget. You will need to work directly with TCSL for available space as LSC does not have dome space available.

[Click here](#) to view a 9U-10U sample budget

[Click here](#) to view an 11U-12U sample budget

[Click here](#) to view a 13U+ Tier 2 Team budget

[Click here](#) to view a 13U-14U Tier 1 Team budget

[Click Here](#) to view a 15U+ Tier 1 Team budget

[Click here](#) to see Lakeville SC Coach's Travel & Expense Policy

The above are samples, please save and modify them to fit your team's specific needs. You may have more tournaments, you may have less, these are simply a guide to get you started.

All of the budgets have a 10% contingency plan built in. Please do NOT remove that or the \$60 administrative fee when you are creating your specific team budget. The 10% contingency will help to ensure you do not have to ask for money if a player has a season-ending injury or moves to a different team, etc.

Coach Fees - Tier 1, U13+ Gold & Academy teams have this built into their registrations. If a team decides they want a paid coach the Club will collect the coach fees from the families, and this will NOT be part of the budget however you will need to budget for their travel.

Volunteer Bonds

The club is responsible for collecting all volunteer bonds and fees. If a family asks you about volunteering please refer them to the Volunteer [Website](#).

Practice and Game Schedules

Practice schedules will be added to Playmetrics directly by LSC. Game schedules will be entered into Playmetrics directly by the Team Managers. Make sure the parents know to mark their availability so the coach knows how many players will be at practice and games. It is also important once you know the dates of your tournaments to put them on the calendar. Schedules are not usually released until 1 week prior but your families need to be aware of the dates and make sure they make accommodations to be able to attend games during the specific weekend, finding subs once a schedule is released for a tournament is usually too late.

- If your coach notices there are not enough players for something, it is their responsibility to either cancel the practice or work with the Technical Directors to find substitute players for a game. Once

they have found the subs they will communicate this to you to be added to the game day rosters (see below on specifics for this). It is **NOT** the manager's responsibility to find players.

MLS & ECNL-RL have apps that will allow families access to the main schedule, however we ask that you also add them to Playmetrics so that the club is aware of all events going on.

Blackout Dates/Play Nights /Reschedule Period Deadlines

You will need to collect dates that your families will not be able to make for games and practices. Make sure families take into account their church and school activities, such as band concerts, teacher conferences, family vacations, weddings, graduations, etc. Make sure you do not forget to check with your coach, especially if they are not a parent coach.

Fall Season - This will need to be done as soon as possible. The blackout dates will be needed for the reschedule period.

TCSL Winter League - Blackout dates are due at the beginning of **August (Awaiting final confirmation from TCSL)**

Indoor Training Space for the Club -The club will enter your practice schedule in Playmetrics around the middle of October for Tier 1 teams and the middle of December for all Tier 2 and U9-U12 Teams). Indoor training space is limited.

TCSL Spring/Summer Season - TCSL will be collecting blackout dates from the teams. TCSL has set certain play nights for each age group and the level of play. [Click here](#) to view the schedule (this is the 2025 season dates, will update when the 2026 season is published).

Please note that it is very important that you have all blackout dates for both the fall and spring/summer seasons. If you do not have enough players, and you need to forfeit a game, the team will need to pay the forfeit fees. The Club is not responsible for paying those fees.

[Click here](#) for a template to collect blackout dates. I suggest using Google Sheets, which you can send the link to your families and have them fill it in themselves. Please make sure to make a copy of this template before trying to modify it. We have already noted all ISD 194 school dates.

For the spring, all teams will submit blackout dates (up to 4) directly to TCSL in mid-February. More details will be sent by TCSL on the process, closer to the spring season.

Tournaments

Decisions about tournaments do NOT fall on the manager and should be led by the coaches.

Fall Season

There are fewer options available for the fall season. Check with your head coach on which tournament he/she would like to attend. We suggest that each team participates in one fall tournament.

Spring Season

If you are traveling out of state for an early tournament (Feb.-April) registrations will open in November/December. The majority of the tournaments can be found on the tournament center <https://htgsports.net/tournamentcenter.aspx> or <https://home.gotsoccer.com/events.aspx?> and registration usually opens on the first of the year. The head coach should guide the team to which tournament they should attend. If they do not know, the coach should reach out to the Executive Director after doing research for advice.

If your coach and families can be flexible, you can get into tournaments free or at a discounted rate if the tournament needs brackets filled. Clubs will offer these discounts approximately 2-3 weeks before the tournament kicks off.

Please [click here](#) (link will be updated for the 2025/26 season, when the document is ready) to indicate what tournament your team will be participating in no later than February 1st. This is how LSC Staff has the information to post on social media as well as allows the TDs to attend if possible.

Lakeville Soccer Club Tournament

- LSC Father's Day Cup - anticipated June 19-21, 2026
- LSC Fall Cup - September 26-28, 2025

LSC Father's Day Cup tournament will be part of your registration fees for all academy and competitive teams. If you are a team manager for a Tier 1 team you will need to pay for the tournament if you choose to attend.

List of Additional Tournaments LSC Have Participated In The Past:

LSC Technical Directors have access to a list of previous tournaments the club has attended. They will be able to assist your coach(es) in finding the best fit for your team. Not all tournaments are created the same and a great fit for all play levels.

Out of Town/State Tournaments

If you are planning on an out-of-town/state tournament that requires lodging, it is highly recommended that the entire team stay at the same hotel. **This is a team event, not a family vacation.** You will need to work with the coach and put an itinerary together for the families and a packing list for the players. This will prevent confusion about where everyone needs to be during the tournament. Below are some links to sample itineraries and packing lists that you can use.

[Click here](#) for a sample itinerary and packing list

[Click here](#) for a sample itinerary and packing list

Playmetrics also has an Itinerary tab for you to use. [Click here](#) for instructions. All teams should have the itinerary feature enabled. If you do not see it, please reach out to the Club Admin.

Lodging

If you are going out of state or out of town and require lodging, it is best that you reserve a block of rooms as soon as possible, many spring tournaments will have their hotel lists available in January. If the tournament is a "Stay and Play" tournament you will be required to stay at certain hotels that they have a contract with. It is important that you remind families they **MUST** stay at the designated hotel. Out of state trips are not "family vacations" the goal is for team bonding and unity and failure to stay at the assigned hotel may result in a team being disqualified from a tournament for breaking the "stay and play" rules.

IMPORTANT: If your team is planning on participating in a Duluth tournament, you need to get a block of rooms as soon as possible (November/December). These rooms go extremely quick and are hard to find starting in January.

TIP: If you attend the tournament in Duluth and want to go back the following year, you may want to book your room while you are in Duluth this year for the following year. Most hotels will allow you to book a year in advance. Make sure you verify with the hotel you are staying at.

TIP: Check with the hotel you are staying at if they give you a free room for the coach. Some hotels will offer teams this if you book a certain number of rooms.

Paperwork Needed for Tournaments:

- Laminated Player Passes
- Game Day Rosters/Official Roster
- Medical Release Forms - Can be found in Playmetrics

Please make sure you read what each tournament requires teams to bring, so you are aware of what you need to have/send for check-in. A lot of the tournaments are moving toward online check-in. Make sure you are watching your emails a week or two before the tournament in case they have changed any of the required documents. Not all tournaments will require the same items or have the same processes. It is EXTREMELY important you understand the tournament requirements, and keep up to date with their emails and tournament website.

GotSport Tasks

Match Day Rosters:

<https://tcslsoccer.app.box.com/s/5ieezg6iw8iahk1f578vxahq69dmhxf8>

Game Day Procedures:

<https://tcslsoccer.app.box.com/s/dvkwd38llj5tw3zdg440gtqgmrocswws>

Rescheduling Procedures:

https://docs.google.com/document/d/186g49ISa8-KM_6ClosUmSUq4aRJtGph/edit?tab=t.0

ECNL-RL Athlete One Tasks

<https://support.tcslsoccer.com/hc/en-us/categories/33159704196887-ECNL-Regional-League-Twin-Cities>

MLS Next New Tier: Kitman Tasks

Link Coming Soon

Weather

Winter - If District 194 cancels school/high school after-school activities, LSC will usually cancel activities for that evening, however an official announcement will be sent to those teams affected. If school and high school after-school activities are still on, it is up to the coach's discretion if they want to cancel practice due to the weather. Kids' safety should be the top priority.

Spring/Summer - If fields are closed by the city, the LSC Staff will send an email out to the teams affected notifying them of any changes/cancellations by 4PM the day of the event. If after 4 PM and bad weather is approaching and fields are open, it will be up to the referees to make the call. If a team has practice, it will be the coach's discretion to cancel practice. We do play in the rain but we do not play with lightning. **Kids' safety should be the top priority.**

Fines/Policies

Teams can be fined for the following:

- Drop After Schedule Release (to Clubs for self-scheduling) - \$150
- Team Drop After Schedule Release (to Teams) - \$300
- Team Willful Forfeit - \$300 (\$500 for each subsequent offense)
- Failure to Complete League Schedule - \$300

The teams are responsible for paying the fines. LSC will not pay for these fines. [Click here](#) for a detailed explanation.

TCSL has implemented procedures for Racial/Bigoted Language during a game. [Click here](#) for detailed information.

For a full list of TCSL policies and guidelines [CLICK HERE](#).

Uniforms

LSC is proud to partner with Adidas powered by SoccerPost for the 2025/26 and 2026/27 seasons. Uniform details will be sent to each player's family after teams are formed with the details of how to order. Uniform numbers are not able to be changed and are assigned by the club. The club does its best to not change a player's number, however there are times that this may be unavoidable. Please follow up with your families 1 week after you receive your email to make sure they have all ordered their uniforms so that they will be ready to go for the start of the season. LSC will update coaches and managers of any uniform updates as we receive them. It is not your responsibility to fix uniform issues or challenges, please gather information and direct it to the club.

Social Media Postings

If you have pictures that you would like the Club to post on our social media sites, please send them to media@lakevillesoccer.org

Fundraising Ideas

This is a great way for teams to help reduce the out-of-pocket costs for tournaments. The team manager chat is a great place to bounce ideas around for fundraising activities. All players should participate to reap the benefit of lowering their out-of-pocket expenses.

When setting up a fundraiser for your team, you may be asked for LSC's Tax Identification Number (TIN). Please reach out to our finance manager at financemanager@lakevillesoccer.org. He will be able to help work with the business to get you set up.

Team Bonding Events

This is a great way for players/coaches to connect throughout the season.

Bowling
Escape Rooms
Hiking
Laser Tag
Let's Paint
Feed My Starving Children
Foot Golf

Going for Ice Cream After a Game
Paint Ball
Pasta Feeds/Pizza Parties
Rockin Jump Trampoline Park
Sledding
Tournaments
Pool Parties

End of Season

- Make sure all scores are entered for the league games (U11 +)
- Shred player passes or give them back to families (passes are only valid for the current season)
- Organize a team party before tryouts begin
- Give the coach a gift (optional) at the end of the spring/summer season
- Coach Gift Ideas
 - Gift Cards
 - Dick's Sporting Good
 - Restaurants
 - Cash

Award Ceremony

LSC had its first Award Ceremony in September 2019. We honor the following people:

- Seamus Trischler's Sportsmanship Award Winners
 - There is one winner for each team chosen by the head coach
- Coach of The Year
 - Nominated by the members
- Team Manager of the Year
 - Nominated by the members
- Team of the Year

Nominated by the members. We do not care how many wins or losses a team has. However, did they make a difference in their community? We want to know what your team has done to give back to the community. Please keep this in mind when planning team bonding events. Below are some ideas on how to give back to the community.

- Volunteer your time
 - Soup kitchen
 - Animal Shelter
 - Library
 - Assisting with community events
- Donate items to a local charity or drives
 - Clothes
 - Food
 - Books
 - Toys
- Support local businesses
 - Prioritize shopping at local stores and restaurants to boost the community economy
- Help Neighbors

- Offer assistance with yard work, errands, or simply check in on elderly or vulnerable neighbors
- Adopt a Highway
- Clean up a park in the community

Information will be sent to coaches sometime in May/June as a heads-up. I will start collecting the nominations in July before tryouts.

Contact Information

Darlene Patyk - Club Admin

clubadmin@lakevillesoccer.org

Cell 952-444-6068

[Click here](#) for office hours.

Rhonda Beard - Club Admin Assistant

rbeard@lakevillesoccer.org

Cell 702-556-2735

[Click here](#) for office hours.

*Main contact for managers

Forrest Randall - Executive Director

executive@lakevillesoccer.org

Cell 952-444-6063

Dylan Hammerschmidt - Field Coordinator

fields@lakevillesoccer.org

Dylan Hammerschmidt - Interim Boys 9U-12U Technical Director

dhammerschmidt@lakevillesoccer.org

Brie Rosga - Girls 9U-12U Technical Director

brosqa@lakevillesoccer.org

Andres Leza- Boys 13U-19U Technical Director Tier 1

aleza@lakevillesoccer.org

Forrest Randall- Interim Boys 13U-19U Technical Director Tier 2

executive@lakevillesoccer.org

Dylan Hammerschmidt - Girls 13U-19U Technical Director Tier 1

dhammerschmidt@lakevillesoccer.org

Johnny LeMoine - Girls 13U-19U Technical Director Tier 2

jlemoire@lakevillesoccer.org

Joey Decklever - Tournament Director

tournament@lakevillesoccer.org

Evan Siefken - Education Director/Lead Goalkeeping Director

esiefken@lakevillesoccer.org

Tom Lopez - Travel Coordinator (Board Member)

Travelcoordinator@lakevillesoccer.org

Important Links

[LSC Website for Team Managers](#)

[TCSL Team Manager Page](#)

[TCSL Calendar](#)

Frequently Asked Questions

[Team Manager Resources](#)

[How to Print ID Cards from GotSport](#)

[Setting a Match Day Roster](#)