

Manager Duties – Magic Select Teams

The team manager plays a vital role in the success of a soccer team. Below are outlined some of the jobs which help the season run smoothly and making the game enjoyable for all.

Magic Field Coordinator: Magic Administrator @ magicsocceradm@gmail.com

Paperwork to collect: Parent-Player Code of Conduct (signed; give to coach); WYSA Event Waiver, autofilled during registration, can be printed)

Before the start of the season:

1. Distribute schedules and other pertinent information from the coach, Club or from MAYSA as requested. (MAYSA tracks only one manager per team. If there is more than one manager for a team, please designate one of you as the primary MAYSA contact. The primary contact is then responsible for forwarding MAYSA emails to the other manager.)
2. "WYSA Event Medical Release Form" can be printed. **One parent per player must sign the waiver.** If at any time a player sustains a concussion, a new form must be generated and the doctor who releases the player to play and a parent must sign the new form.

Suggestion: For Waivers, make 2-3 copies for Fall and 2-3 copies for Spring as these are needed for tournaments within the state of WI. **Keep your original copies separate.**
3. TeamSnap is the communication team site the Club utilizes. Each team has it's own area which holds rosters, schedules, and an area for sending team-only emails. Club officials have the ability to email just one team, an age group, or the entire Club. Managers are asked to upload their rosters OR input the roster data, as well as schedules, into TeamSnap. Please see your TeamSnap Instructions handout for assistance uploading the roster file.
4. **DRAFT Schedules:** You and the coach will receive an email from Linda Huttenhoff at MAYSA with regards to draft schedules for fall and spring. When DRAFT schedules come out, immediately communicate with your coach and to determine if there are any games that need rescheduling d/t tournaments entering, etc. Check the school-wide or district-wide calendar of events for the team to avoid (events that may involve more than one player); **do not ask for individual family schedules.** You may not find a suitable date to play a game with so many schedules to please! To reschedule a game within the DRAFT period: Follow the directions given by MAYSA and do so within the time frame given.
5. **Rescheduling games during the season:** Please see pages 3-4.
6. **Team fees:** Each team has coach, referee, and tournament fees which are collected at the team level, not the Club level. Once coach fees are distributed by the Club Administrator, and tourney fees are obtained, the Manager and Treasurer compile the amount needed to collect from the team and split fees evenly. The Treasurer is in the best position to collect money. The Manager will communicate the fees to the team via TeamSnap. Collection for Fall coach, referee, and tourney fees should occur in August; coach and referee fees for Spring should be collected in October; and tourney fees for Spring should be collected in April/early May.
7. The Club Admin will communicate whether your team has any players on scholarship—please note, this information should be kept confidential. If you do, once you and the Treasurer have calculated team fees, **email the total cost per player to the Admin IMMEDIATELY. Do not collect payments from scholarship families! The Club Treasurer will send the Treasurer a check to cover the scholarship player/s.**
8. **Tournaments and fees:** Managers should obtain the name of the tournament from the Coach and register the team using the same age grouping as the team is in for the season (bracket). Add the cost of the tourney into Team Fee total. The **Team Treasurer** collects fees from players prior to the tourneys (the first couple of practices works best). For any MAYSA sponsored tourney, the Manager should submit team info and be billed at a later time. MAYSA tournaments request for payment to be submitted prior to the week before their tourney. Please check the tourney website for payment submission deadlines. If there is no Team Treasurer, then the Manager will assume Treasurer's duties. Not all tournaments may work this way, so please read all info before registering the team.
9. **Coach Fees:** The Club Administrator will contact you and the Treasurer with the amount your coach will be paid for the entire

season. Divide the total coach fee cost by 4; coaches should be paid in two installments each season (fall, spring; a total of 4 payments). Coach fees are split evenly among all families on the team regardless of scholarship/non-scholarship, but see #7 for collection of fees from scholarship players. **Collect Fall coach fees in August, and Spring coach fees in October.** Distribute the payments to the coach; if the coach prefers a lump sum per half season, payment should be given at the end.

10. **Referee fees:** There are three referees assigned to each game – a center and two sides. **The home team pays the FULL fees at each game.** That means 4 games in Fall, and 4 games in Spring. Please give payment prior to the game beginning if possible and in cash. Suggestion: Prepare an envelope for each game with the following identifying information: Team name, date, amount, and “Head Ref” (1 envelope) or “Assistant Referee” (2 envelopes). The current referee fees are:
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|---------------------|----------------|
| Referee Fees 11/12U | \$34/\$24/\$24 |
| Referee Fees 13/14U | \$46/\$34/\$34 |
| Referee Fees 15/16U | \$58/\$42/\$42 |
| Referee Fees 17/18U | \$68/\$48/\$48 |
- a. ****When requesting payment from families, set a deadline and stick to it. For players who do not pay by the deadline: 1) email the Club Administrator and report delinquent payments 2) Club Admin will instruct manager to hold Player’s card aside AND also 3) in writing (email), notify the family and coach that payment has not been received and the player will not be able to practice OR play in games until it has been received.**
11. Referee assignments for teams in Tier 1&2 (bracket levels) are managed by MAYSA’s Referee Assignor, Linda Huttenhoff lhuttenhoff@maysa.org, using the GameOfficials.net software. Referee assignments for teams in Tier 3&4 are managed by Brandon Waccholz bwsoccerassignor@gmail.com using the same software. You may check the MAYSA website to see if your game is one listed as needing 3 referees: MAYSA—Referees—Assignments & Fees, and scroll down to “Critical Games...” If you do not have a referee for a Tier 1&2 game, Linda Huttenhoff will send you an email, approximately 24 hours before game time. Teams in Tier 3&4 will be notified by Magic staff if a referee has not been assigned.

For each game / during the season:

12. **Make sure you have the Contact List, a current WYSA roster (make a copy for each regular season game and each tournament) at each game.**
13. If you are the Home team, call or email to confirm your games with the opposing team staff and check for emails from the Club depending on your Tier level.
14. The Manager or other designated website coordinator should input the team’s schedule and automatic reminders will be sent out updating team members of games and practices. **Also remind them which jersey to wear (green or white – always bring both to every game!).** The home team wears light colored jerseys.
15. If you are the Home team, report scores to MAYSA. (see MAYSA Manager Cheat Sheet for instructions).
16. **Help enforce code of conduct for players, coaches and parents. Misbehavior, rude words and interfering with coaching or referee at game has no place in the league, and can bring both league sanction, loss of coach license and monetary fines to the team, even if the misbehavior comes from a team’s spectators.**
**If there is a parent who continually coaches their child from the sideline, verbally abuses the referees/coaches/players, or exhibits ANY behavior unbecoming to Magic Soccer Club, please email Donovan Kron, Director of Coaching, at coachingdirectordonovan@magicsoccer.org. Donovan or another Club representative will attend and observe your sidelines, and discuss the situation with the coach and parent. Further action will be taken as needed.
17. The team managers are the liaison between the coach, the families and the Magic Soccer Club. Please give us feedback on any issues that come up during the season. We are here to help you have a successful, enjoyable season.
18. Assist in organizing additional playing or Club opportunities such as tournaments, indoor, scrimmages, or Ball Kids for Memorial Varsity games. If there is another parent who wishes to coordinate this with the coach, the more help the merrier!
19. **Manager or Social Coordinator:** Optional—organize get-togethers or end of year or season party.

Game Cancellations and Rescheduling Procedures

Magic has a contract with the Madison Parks Department. We are given certain fields for games/practices and in return we pay a Flat fee and abide by rules and closures as they occur. The Parks Department has jurisdiction over **all Magic Home fields**, which means if they close fields due to field conditions, we must abide by the closures. Note: The Parks Department does not update their hotline until 9am on weekends, which may be too late to cancel a game. If that occurs, play the game and notify the DOC.

Reasons for Game Cancellations

Games may be cancelled prior to the game taking place due to poor field conditions or extremely unsafe weather (tornado warnings, etc.). Games can be cancelled during a game if field conditions worsen, or due to lightning or other severe weather.

If a game is cancelled d/t field conditions or severe weather, please coordinate with the opposing team to reschedule a new game. The Field Coordinator for Magic coordinates **all Magic Home fields** for Magic teams. When rescheduling a game during the season on a Home field, please follow the directions located at the end of this document.

THE REFEREE COORDINATOR NEEDS 2 HOURS PRIOR TO A GAME TO CANCEL THE REFEREE

Forfeit

For leagues in which scores are kept, a forfeit will be recorded as a 0-1 loss for the absent/understaffed team.

Field & Weather Conditions and Game Cancellations

The referee may cancel a game at game time or anytime thereafter **MAYSA Severe Weather Policy**

Referees must suspend a game if they hear thunder or see lightning. All participants are to move away from the fields and into a storm shelter or vehicle. Referees are to keep participants away from the field and not to restart the game until at least 30 minutes following the last detectable thunder or lightning.

At the field, the decision to stop, suspend or terminate a game lies exclusively with the referee regarding any other severe weather conditions.

Game Cancellation Decisions

Prior to a MAYSA league game, (early enough to notify all parties on the day of the game) games may be cancelled due to poor field conditions.

MAYSA makes the determination to cancel games due to field conditions for Reddan Soccer Park only. The Madison Parks Department makes the determinations for City of Madison Parks (ALL MAGIC HOME FIELDS are included in this designation). The call made by the Parks Dept supercedes any call made by Magic unless under 2 hours prior to the game.

Home coaches may also make the decision to cancel a game due to field conditions.

Once the game has started, the decision to stop play rests solely with the referee. If the game is called prior to half time, the game is to be re-played in its entirety. If the game is called at halftime or any point thereafter, the game is considered a complete game and the final score stands. Referee(s) shall be paid in full for games which were started but had to be terminated at any point due to weather.

MAYSA Game Cancellation Checklist:

- Make a determination on the day of the match as early as is reasonably possible, if cancellation is appropriate 'due to field conditions'. (A trip to the field for direct observation is recommended.)
- **For Tier 3 & 4 level games the HOME coach is responsible for:**
 - Notifying their opponent's manager or coach
 - Notifying their club's Licensed Referee Assignor to alert referees

- Brandon Waccholz, bwsoccerassignor@gmail.com
- For Tier 1 & 2 level games, the HOME coach is responsible for:
 - Notifying their opponent's manager or coach
 - Notifying Linda Huttenhoff, lhuttenhoff@maysa.org, to alert referees

MAYSA reserves the right to issue penalties for failure to observe these notification procedures. The following are potential consequences for the team's club:

- Not notifying the opposing team about a cancelled game: \$50 fine
- Not notifying the referee(s) about a cancelled game: Fine equal to the total fees due to the referee(s).

Game Reschedule Procedures

No game should be rescheduled except when:

- A referee has stopped a game before the end of the first half.

All other circumstances do not warrant any changes to the schedule after the final schedule release.

Any date selected for a rescheduled game must be at least seven days in the future from the date on which the MAYSA Referee Coordinator is notified via email about the rescheduled game.

Tier 3 & 4 level Game Reschedule Procedure

1. Determine reschedule date based on agreement between coaches/managers
2. Email the Club field coordinator to secure field availability; INCLUDE YOUR OPPONENT'S MANAGER AND COACH ON THIS EMAIL
3. Once the date, time, and location are confirmed, email your club's Licensed Referee Assignor to schedule referees for the rescheduled match.
 - a. **YOUR EMAIL MUST INCLUDE THE FOLLOWING PEOPLE:** You, your coach, your opponent's coach/manager, your Club's Field Coordinator, the Licensed Ref Assignor, and Linda at MAYSA (see Checklist for email address)
 - b. **Information required in the email:**
 - i. Game number
 - ii. Both teams' identification, including name, gender, age group, and division of play
 - iii. Original game location, date and time
 - iv. New game location, date and time
 - v. State the new game field has been approved by the Club's Field Coordinator

MAYSA will then re-post the rescheduled game to the Arbiter for referee assigning, and update the online schedule.

Tier 1 & 2 level Game Reschedule Procedure

1. Determine reschedule date based on agreement between coaches/managers
2. Email the Club field coordinator to secure field availability; INCLUDE YOUR OPPONENT'S MANAGER/COACH ON THIS EMAIL
3. Once the date, time, and location are confirmed, email your club's Licensed Referee Assignor to schedule referees for the rescheduled match.
 - a. **YOUR EMAIL MUST INCLUDE THE FOLLOWING PEOPLE:** You, your coach, your opponent's coach/manager, your Club's Field Coordinator, the Licensed Ref Assignor
 - b. **Information required in the email:**
 - i. Game number
 - ii. Both teams' identification, including name, gender, age group, and division of play
 - iii. Original game location, date and time
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