LAKE WASHINGTON YOUTH SOCCER ASSOCIATION



# Welcome!

On behalf of Crossfire Select and your team, *THANK YOU* for volunteering your time and energy by serving in the key role of Team Manager. The season wouldn't be possible without you!

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# The Role of a Team Manager

The Team Manager is responsible for the administration of the team's activities and communication. Think of your job as handling the "off the field" responsibilities. It is important to communicate with your coach at the beginning of the season about roles and expectations for your team. General responsibilities include:

- Team communication
  - Often buffer between coach and parents
- Team Roster Maintenance and Roster Cards; verification of roster in Stack Sports
- Help facilitate team meeting and volunteer sign ups
- Team website updates (if used)
- Team Snap updates
- Player Cards
- Tournament registration and check in; guest player additions
- Communication with opponent league teams regarding game details and scheduling
- League game rosters and score reporting
- Attend Crossfire Select manager and club meetings

It is important to remember that you are representing not only your team but Crossfire Select Soccer Club as a whole. Model professionalism and positive sportsmanship to your team parents and opposing teams at all times.

Crossfire Select Soccer Club entrusts you with confidential information regarding your players and their families. Please respect their privacy and use discretion when communicating with others regarding team activities.

## LWYSA Resources and Contacts

You're not alone! Don't hesitate to ask for help if you don't understand how to do something. Please direct your questions as follows:

- Cheryl Manao cherylm@lwysa.org team/player registration; rosters; tournament registration and rosters; player cards; post-season tournament registration
- Vickie Barnett vickieb@lwysa.org: field scheduling; referee scheduling
- Crossfire Select Club Officers and Staff: see 'Leadership' under 'About Us' on the club website for current contact email address - http://www.crossfireselect.org/CFS Leadership

**LWYSA 12312 134<sup>th</sup> Court NE** Redmond, WA 98052 Phone: 425-821-1741 Office hours Monday-Thursday 9-1;



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**Closed on Fridays** 

# **Crossfire Select Season Calendar**

May	August
Register as Team Manager via LWYSA website  After registering, notify club registrar of manager role for access to team roster  Update team communication tool      TeamSnap (paid by the club)  Create/update team roster and roster cards  Hold team meeting  Enlist all team volunteers  Create/update team website  Make sure team checking account is opened	<ul> <li>□ Team rosters are frozen September 1</li> <li>□ All fall league player cards will be printed and distributed to the managers</li> <li>□ Fall league game schedules are released</li> <li>□ Communicate fall league game details to team once available</li> <li>□ Communicate fall league home game details to visiting teams (by entering information on the league website)</li> <li>□ Print/copy fall league game sheets</li> <li>□ GU16-19 teams suspend club play for the</li> </ul>
(should be managed by team treasurer)	high school girls' soccer season
June	September
June Practices begin the first week of June	September       All transfers begin to count
Practices begin the first week of June Register for up to three summer	☐ All transfers begin to count

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	December	March
	Post-season rosters freeze for all except Girls High School teams GU16-19 league play begins, practices start the first week of December GU16-19 winter league player cards will be printed and distributed to the managers GU16-19 winter league game schedules are released Communicate winter league game details to team	<ul> <li>□ Boys &amp; Girls U11-U14 Optional Spring         League     </li> <li>□ Roster Freeze for Girls High School State Cup         competition (one week before first match)     </li> </ul>
	Communicate winter league home game details to visiting teams	
	Print/copy winter league game sheets	
	January	April
	State Cup tournaments begin typically first	☐ State Cup begins for GU16-19
	week of January	☐ Boys & Girls Futsal Academy Training
	Girls High School league continues	☐ Purely Optional Playground Soccer (POPS)
	Notify registrar of intent to play in the Post	
	Season for Girls High School	
,	February	May
	State Cup concludes for most teams.	☐ State Cup concludes for Girls High School
	Girls High School league play continues	☐ Tryouts for GU10-19 and BU10-15
	Tryouts for BU16-BU18	

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# **Getting Started**

# **Stack Sports**

LWYSA uses a league management program called Stack Sports. This is the system that you, coaches, and players all use to register. This system communicates with the State system to verify Risk Management Applications (RMA) and clearances.

Stack Sports comes with a team management tool called Team Connect. This can be found at <a href="www.bonziteam.com">www.bonziteam.com</a>. You do not have to use this tool for team management, however it has information that you need throughout the year. For instance, since it is tied to the registration tool, all the parent and player contact information is loaded into the system by default. Your State team number is found here, and your public team webpage (visible on the website) is managed here.

## Register as Team Manager with LWYSA/Stack Sports

- Visit www.lwysa.org/CFS Register
- Scroll to the Coaches & Managers section
- Select the 'Register Now' option.

When you register, you will be asked which team (or teams) you are working with. The office registrar will place you on the teams you indicated.

# **Login and Roster Confirmation**

Once you're registered and attached to your team, you can log in to Team Connect to view your roster and verify that each player, coach, and assistant coach has completed the registration process.

Visit www.crossfireselect.org and click Team Login at the top to access Team Connect.

When you login, you will most likely see a green indicator saying you have been invited to a team. Accept this invitation. You can then click on your name and see the teams that are current for you and your player(s).

- Click on the team you are managing.
- Click on Roster. This will show you the coaches, managers, players and parents that have completed the registration process.
- Click Print Rosters & Medical Releases

This is your "official" roster. IMPORTANT: Players are not allowed to begin practicing with the team until their registration is complete. If a name is not on the roster, the player/coach has not completed the registration process. The LWYSA office does **not** have a list of players who have accepted their selection to the team. The coach has this information and will be your resource on players selected.

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#### **Create Email Distribution List**

You can create team announcements and text messages directly from Team Snap. Be sure to create a group distribution list and start communicating with your team. Many managers choose to send a weekly email with the schedule, others let the team websites send game reminders and only use email when necessary (this is mandatory in Premier where they don't find out their practice and game times until less than 7 days before).

In the technology age, many players usually like to be included on the texting lists as this saves them having to ask their parents. Verify the people that want to be contacted are on the distribution outlets.

Collect all player names/jersey numbers, parent names, phone numbers, and preferred email addresses. You may want to have a separate document (i.e. spreadsheet) with this information, or you can choose to input directly into your team site.

#### Note about team communication

Some older players use group texts or private social media for communicating amongst themselves. Once players are driving themselves to games, they need to receive game updates, not just mom and dad! However, it is important not to engage students 1:1 or in Social Media. Only post announcements on team distribution lists.

#### **Team Binder**

Each new manager should create or use a three-ring binder for your team documentation. This binder will stay with the team each subsequent year and can be updated with current season information. The binder should contain the following:

- Team roster: Stack Sports-generated, signed copies from the Office Registrar are required for tournaments
- Team contact list
- Completed medical releases for each player (Stack Sports has the medical release for each player electronically. You can print this and have all parents sign the one for their player).
- League information: game schedule, conference/division team contacts
- Practice schedule
- Game sheets and Player Cards
- Tournament Information (during summer season): registration confirmation, schedule, rules
- Crossfire Select Soccer Club bylaws and club documentation
- NOTE: Birth certificates SHOULD NOT be kept in the team binder. By appearing on the Bonzi team roster, LWYSA is certifying that each player's birth certificate is on record. Copy of birth proof must be on file at the office for age verification.

Feel free to organize the binder in the way that works best for you. Ideas include: plastic sleeve for medical release forms; separate dividers for: Roster, League Info, Tournaments, Crossfire Select club bylaws and forms; pockets for blank and completed game sheets. *Tip*: Attach your player card ring to one of the binder rings for safekeeping.

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## **Hold Team Meeting**

This should be scheduled before the season begins, and is usually communicated by the coach with his/her "welcome" email shortly after the team is formed. This is a great time for everyone to meet each other and learn the coach's philosophy and expectations for the team, as well as communicate the summer practice and tournament schedule.

Discuss your method and frequency of team communication so the families know what to expect. You should also collect any necessary medical release forms, birth certificates, and player cards for new players transferring from another club (note: birth certificates must be delivered to the LWYSA office). If tournament fees have been tallied, these can be collected from each family at this time. The club policy is that tournament fees should be evenly divided by the number of players on the team, even if he/she will not be able to play in all or part of a tournament. *Tip*: collect a little extra to help fund the end-of-season party/celebration, team supplies, a bench, canopy, and ice for the first aid kit.

It takes a village to run a select soccer team, so get everyone involved! Your team may choose to ask for volunteers for the following roles:

- Treasurer\* (\*required by LWYSA) collect all team fees and maintain checking account
- Crossfire Select Cup Team Volunteer Coordinator
- Team bench mom/dad bring bench to each game
- Team canopy mom/dad bring canopy to each game
- First Aid make sure the team first aid kit is filled at the beginning of the season and items are replaced as needed
- Photographer take pictures during games
- Social coordinator plan get togethers off the field
- End of Season Party Planner coordinate location, food, gifts, pictures/videos
- LWYSA Referee in Pool Each team must provide a referee in the LWYSA pool to work a minimum number of games during the fall season. You'll need to verify that the referee is assigned to your team (he/she has to select your team in the referee site). For team requirements by age, refer to the 'Team Referee Requirements' page on the Referees tab of the LWYSA website.

# **Summer Tournament Registration**

This is a *time-sensitive* task once the team is formed because many early summer tournaments have registration deadlines in May or early June (registration deadlines and fees are available on each tournament's website). Get the tournament list from your coach; sanctioned tournaments can be found on the WYS website: <a href="http://www.washingtonyouthsoccer.org">http://www.washingtonyouthsoccer.org</a>.

You can usually register directly on the tournament website. Work with your team treasurer for payment; many teams choose to get a team debit card so that it can be used for registration (most tournaments require credit card payments); otherwise a check will need to be mailed to the tournament director.

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Please follow all Crossfire Select bylaws with regard to tournament participation. Participation in the Crossfire Select Cup at the end of July is mandatory for all Crossfire Select teams. See SUMMER TOURNAMENTS section.

# **Scrimmages**

Each team is allowed five scrimmages/friendlies with non-Crossfire Select club teams during the summer season. To schedule field time, contact: <a href="mailto:coachingdirector@crossfireselect.com">coachingdirector@crossfireselect.com</a> Depending on the facility used, you may need to pay a fee (between \$50 and \$100) for field usage and lights. It is up to you to find volunteer referees.

# **Team Equipment**

Crossfire Select is a Nike soccer club, so all uniforms are Nike logo items. Nike cleats are not required, but are encouraged. Crossfire Select teams are on a two-year uniform cycle, boys on even years, girls on odd years.

## **Uniforms**

Soccer.com will deliver uniforms to the customer's address. The club requires standard practice uniforms.

Check the website under Player & Parent Information for details on ordering.

For new teams, the coach will assign jersey numbers and send the roster to the club uniform manager.

# Team Gear

Your team may choose to buy a team bench, team canopy, instant ice packs, training gear or team shelter. If these are purchased with team funds, decide where they will be stored in the off-season.

IMPORTANT: use of the Crossfire Select logo is not allowed without permission from the BOD.

## **Practice Schedules**

Team practice schedules are sent monthly, with each team allowed two practices per week. Summer and early fall practices are held on 60 Acres fields. Once 60 Acres is closed for the season, practices are moved to turf fields, usually Marymoor Park or Perrigo Park.

# **Summer Tournaments**

Coaches choose tournaments for the team and will need to know the availability of the players. Hopefully, the majority of the team will be able to attend given a few options to choose from. Send the summer tournament names and dates to your team to find out who is/is not available. This will determine your need for guest players.

#### **Tournament Rosters**

This must be printed and signed by the club registrar. Send the registrar a request for the roster at least one week in advance (guest players should be included) – due by noon the Thursday before the tournament.

Usually, you will pick this up directly from the LWYSA office. An after-hours locked mailbox is available; you will be provided with the combination from the office if needed.

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Work with the Office Registrar to finalize your roster for every tournament. They will use Bonzi to add or drop players and return you a *signed* roster.

## **Guest Players**

- Send player information to registrar. If the player is an active member of another team, please verify coach approval of the player's participation (no matter what club they are from). If the player is not registered to any team for the current season, they do not need the courtesy approval of the previous coach. *Note:* There is a \$20.00 fee to register as a guest player if they are coming from outside of LWYSA. They need to register and fill out the waivers (for insurance purposes) in order to participate.
- **Medical release:** each guest player must have a completed LWYSA medical release form with your team binder for tournament check in. They can print this from their Member Account (login on lwysa.org; Click My Registrations; Click Print Form).
- Include guest player's family on all tournament communication: make sure to welcome the player to the team and include his/her family in all tournament-related emails, including the practice schedule.
- **Uniforms:** Borrow a uniform from a player not participating in the tournament (or from another source) and make sure it gets returned at the end of the tournament.
- **THANK THEM!** They have volunteered their time to help your team compete, so please remember to formally thank them either with the team at the end of the tournament, or send a follow-up email. They should receive any pin or medal awarded to the team.

# **Overnight Booking Assistance**

Crossfire Select does not often attend overnight tournaments. However, when you do, you can take advantage of a *free service* to book your rooms for your team. The rates less than you can get online 95% of the time. However, you need to start the process as soon as you know your tournament location or rooms will be booked.

American Express Meetings & Events
Tel: +1 352.208.6383 web: MeetingsExpert.com
Our contact is Christina Tourigny, <a href="mailto:Christina.Tourigny@aexp.com">Christina.Tourigny@aexp.com</a>

Please note, some tournaments require you book at Tournament Sponsored Hotels ("Stay to Play"). Be sure you are not in violation of their agreement before using this service.

# Schedule/Rules/Special Instructions

The tournament schedule will be posted online, but often it is not available until the week before the tournament. As soon as possible, communicate the game times and locations to your team, and provide any other useful information (directions, parking location and fees, field layout/field numbers, field restrictions, etc.) Be mindful that your field number or start time may change without notification being sent to the affected teams. Check your schedule one more time 24 hours before the first game.

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Most Sunday schedules are unknown because they are based on the previous day's results. It is your job to know all possible game times and communicate them to the team. If your team is involved in a Finals/Championship game, know in advance where the medal ceremony takes place.

**Check In:** The tournament page, or a separate email, will instruct you when and where to check your team in before they begin play. This is either done the night before or at least one hour before your first game. Depending on tournament requirements, you will need to provide the *certified team roster* with jersey numbers and may need to provide player cards (which indicate insured players), *medical release forms*, and/or birth certificates. When checking in, ask where the tournament scoreboard is located and how often scores are updated online. Keep your team manual and documentation with you at all times.

#### **Tournament Survival**

Summer tournaments are lots of fun, and lots of work! Depending on the tournament and location, there can be plenty of "down" time between games. To get the most out of your team experience, consider bringing the following:

- It is helpful to have a copy of the tournament rules with you throughout the tournament. People (and coaches will look to you for answers!)
- BE SURE TO CHECK FOR SCHEDULE UPDATES;
- Canopy (if especially warm or wet, but not windy). One for players and one for parents
- Bench
- Extra cooler with water
- Cold wash cloths/ice in a cooler (it can get really hot in August on the fields with no shade!)
- Potluck food, or have a parent volunteer find a restaurant for team lunch/dinner
- Sunscreen
- Blankets for sitting on between games

## **Crossfire Select Cup**

The club hosts its own tournament each summer, the Crossfire Select Cup, and participation is mandatory for each club team. It is held the third weekend in July at 60 Acres Park.

The tournament is the primary fundraiser for the club, so *volunteer participation is critical* to its success. Each team is responsible for providing a set number of volunteers. The volunteer coordinator will contact you with the volunteer schedule to share with your team. The tournament is lots of fun and filled with great competition – you don't want to miss it!

#### **Document the tournament**

At the end of each tournament, print your team's final record and keep it in your team binder. When registering for post-season tournaments, you will be asked for your league record and past tournament play.

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At the end of the summer tournament season, send your team highlights (champions, finalist, semi/quarterfinalist) to the Crossfire Select webmaster at <a href="mailto:communications@crossfireselect.com">communications@crossfireselect.com</a> so that your team page can be updated on the Crossfire Select website. You should also update your own team's website!

# **League Play Preparations**

# Membership (Player) Cards

Official US Youth Soccer/Washington State Youth Soccer player cards are required as a means of player identification at the beginning of all league and post season tournament games. Referees use the cards to validate and check in the players and coaches at the beginning of each match. The cards are available from the club registrar the month before the league season begins to prove proper registration and insurance.

Coaches and Managers need cards, too! If the coach cannot arrive to the field on time, there must be an RMA cleared (Proof is the Membership Card) Adult to manage the players. Otherwise the team may forfeit the game.

The WHITE cards are used for game check in. The BLUE cards are to be given to the players as they have the code of conduct on the back. However, you might keep the blue card in the team binder all year in case the white card is lost.

#### Each card must have

- Player photo: Take each player's picture and size to approximately 1"x1" (or have them send you a digital photo that can be cropped). Glue in the upper right corner of the front of the WHITE card.
- Lamination: Laminate each card (this can be done at the LWYSA office or any printing/copy store).
   Punch a hole in the corner of each card and keep them on a binder ring. Referees prefer that the player cards are in the same order as the roster.

## League Schedules

Most Crossfire Select teams participate in the North Puget Sound League (NPSL), and some participate in a State run league. Each league will post game schedules about a month before the season begins. Keep checking your league website for updates.

# Home games

The club scheduler will assign all home game fields and times and will then send them to the team managers. As soon as this information becomes available, pass it along to your team. They'll need to know date, time, field location and number, arrival time (for warm ups), and uniform.

League websites now require teams to update their home games and times. They also provide space for you to upload relevant and helpful information for the other team: date, time, location and field type (turf/grass), uniform/jersey color (to avoid conflicts), to the field/address, and parking fees.

League requirements generally require at least 72 hours' notice. You should have the website updated almost entirely by the beginning of the season.

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## Away games

The Away team is also required to use the league website for game and other relevant information. Forward this information to your team, along with driving directions if necessary.

If you haven't heard from the team two weeks before your scheduled game, it's a good idea to reach out them and ask if game details are available. Contact information for the opponents can be found on the league website.

League requirements generally require at least 72 hours' notice. If a team fails to provide this courtesy, notify your league coordinator of the issue.

#### **Print Game Sheets**

Game sheets are on the league website; you can fill in your roster information so that they are ready for each game. You need three for each game (One for you, the opponent, and the Referee)

## **League Rules**

It is a good idea to familiarize yourself with your specific league's rules/bylaws – they can be found on the league website.

More details about Rosters, Guest Players, and Risk Management Applications can be found on our website: http://www.lwysa.org/select\_managers

# **In Season Responsibilities**

#### Game reminders

Whether you choose to email game reminders or have them sent automatically from your team website, they should include the following:

- Date
- Game time
- Arrival time (ask coach how early players should arrive for warm ups)
- Field location and number (send directions if necessary)
- Uniform (home or away; BRING BOTH home teams are required to change if there is a conflict)
- Any other relevant information (field type, parking restrictions, etc.)

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# **Game Day**

For each game, you are responsible for bringing three completed game sheets and player cards. Remember, NO CARDS = NO PLAY. The center referee will generally check the team in 10 minutes before game time, so he/she will collect the game sheets and player cards at that time. The referee will verify the players against their player cards and roster/jersey numbers. Referees appreciate when the cards are in the same order as the names listed on the game sheet (usually alphabetically) because it makes the check in process go much quicker. Also, if you know a player will not be competing, cross his/her name off the roster on the game sheet.

Once the team is checked in, the referee will hand back the player cards. Collect the game sheets at the end of the game and retain for score reporting (you will be given two; your copy and the opposing team's copy, both should be signed by the referee).

# **Referee Reporting**

To verify that a referee is assigned to your game, visit the LWYSA referee site <a href="http://referees.lwysa.org/">http://ekcsra.org/</a> or East King County Referee Association site <a href="http://ekcsra.org">http://ekcsra.org</a>. If a referee has not been assigned to your match or an assigned referee does not show up, you still need to play the scheduled match. If a parent is a licensed USSF Referee, they can referee the match, otherwise coaches need to determine before the start of the match who will referee the match. It is permissible to have two different people referee each half of the match, as long as it is decided before the start of the match. The final match score stands and should be submitted to refereeadministrator@lwysa.org.

## **Score Reporting**

You are responsible for reporting the score after each game, and this must be completed by the end of the day. You will enter your team's score, the opposing team's score, and any intent to protest. Log in information is available on league websites.

#### **Game Reschedules**

If a game needs to be rescheduled for whatever reason (weather, team conflict, etc.) the home team is responsible for coordinating. Contact the club scheduler to ask about field availability and work with the visiting team to find a mutually agreeable date/time. Once you have decided on a date and time, the club scheduler will load the game details into the referee system for assignment. Check with your league procedures to determine whether you need to submit a formal Game Reschedule Request form.

If your team has any special requests or conflicts with an away game, communicate early with your opponent to attempt to resolve to the satisfaction of both teams. Remember the Home team gets the final decision.

# **State Cup Tournament**

Most Crossfire Select teams play in the Founders Cup. The High School Girls teams play in the President's Cup, as well as a few teams with club approval. Refer to the Washington State Youth Soccer website for specific tournament dates: <a href="http://www.washingtonyouthsoccer.org/">http://www.washingtonyouthsoccer.org/</a>

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The club registrar will notify you when it is time to apply for the post season tournaments. As with summer tournaments, you will need to find out who is/is not available to play for the entire tournament; be sure to include all possible dates, from preliminary games to finals. This will determine your need for additional players.

# **Guest Players/Adds**

Teams are allowed to carry a larger roster for post-season tournament play, so your team can add players to the roster, but they aren't officially referred to as guest players because they are attached to your team for the entire post season. Ask the registrar for your age group roster guidelines or refer to the specific tournament's rules.

You cannot recreate your team with Guest players. Remember, your originally registered players and those from the club paid for the entire summer, league and state cup tournaments. Guest players should not be brought to the team so you can suddenly boost your squad for a championship run. The requirement is that over half your team must have played together in a state recognized league, like NPSL.

#### Roster

Unlike summer tournaments, the final roster does <u>not</u> need to be printed and signed by the club registrar. The game sheets will have the rosters pre-printed.

## **Game Schedule**

Similar to the league season, you will receive home game details from the club field scheduler and are responsible for communicating the details to your team and the opposing team. Once you receive the away game details, pass them along to your team. Because these are state-wide tournaments, travel may be required.

# **Game Sheets and Player Cards**

You are responsible for printing your game sheet from the state site prior to each game. Similar to league games, you will be responsible for bringing game sheets and player cards to each game.

# **Score Reporting**

You are responsible for reporting the score after each game, and this must be completed by the end of the day. Instructions are available on the WYS website.

## Notes

- For game sheet printing and score reporting, you will have to set up a user name and password on the state website. Procedures can be found on the WYS website, and you can also work with the club registrar for assistance.
- At the end of the tournament, print your team's final record and keep it in your team binder. You may be asked for your tournament record when registering for summer tournaments and the next league season.

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## Post Season

At this point, you are done and you may take a break from all the soccer action. Crossfire Select is only an 8 Month program and all other offerings are just that. Your participation is always appreciated (especially by your coach). But if you need a break, do not hesitate to step out.

# **Spring League**

Some *players* (younger than High School age) will elect to participate in an optional Spring League. This usually combines all teams in one age group to one team. The coaches then share or shuffle responsibility to run practices and games. A manager needs to help out with the league organization.

Spring league has one practice per week and one game per weekend and runs for 6 weeks in the early Spring.

#### **Futsal**

Again, for the younger ages, players can participate in some skills academy. There is not a league or games per se, but coaches are encouraged to participate with other coaches and help the players get more touches on the ball during the off season.

Futsal is once a week for six weeks in the early Spring.

# **Purely Optional Playground Soccer (POPS)**

POPS is an opportunity for any player registered in the association to come to a field and play. There will be RMA cleared adults supervising and providing pennies/goals. However, what the players do is up to them.

POPS is once or twice per week for a few weeks prior to tryouts in Spring.

# Wrapping it all up

## **Website Updates**

At the end of the league and post-season tournament season, send your team highlights (final league standing; state cup participation) to the Crossfire Select webmaster at <a href="mailto:communications@crossfireselect.com">communications@crossfireselect.com</a> so that your team page can be updated on the club website.

# Party time!

Most teams will want to wrap up the season with a well-deserved celebration. This can be hosted by a player's family or held in an outside location. The team families can decide on team coach/volunteer gifts and team videos or photos for the players. Each team has the discretion to set its own budget.

If your team wins its league division, awards/player medals will be delivered to the LWYSA office, and you or your coach will be notified when they are ready for pick up. Attempt to have the party after the medals have been delivered.

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# **Player cards**

All player cards can be kept until the summer season begins or handed out to each player; players will need them if they are guest playing for another team or are leaving the team for any reason.

**CONGRATULATIONS!** You did it! Relax and enjoy the off-season, and know that all your efforts were truly appreciated!