

# MAYSA MANAGER CHEAT SHEET

## GAME DAY

The Home team contacts the opposing team the day before a game to confirm date, time, field and team colors. If the colors are similar, the home team is responsible for providing alternate jerseys.

*What do we have with us on game day?*

1. An 'WYSA roster' with jersey numbers listed (from club)
2. Copies of players' liability waivers/medical release forms
3. Player passes for all players participating in upper Tiers & Coach pass for Coach; Manager pass if on sideline w/ team
4. Referee fees as applicable, payable by home team.

On game day the Home team must provide:

\*alternative jerseys if necessary  
\*properly inflated game ball  
(game ball sizes: U6-U8=size 3, U9-U12=size 4, U13+ = size 5)

**\*Referee Fees:** MAYSA league games all ref fees are paid by home team (fees below)  
**\*fees are due to referee *before* start of game**

## New Player Registrations/Transfers

New players must be registered with your club before participating. Please contact your Registrar with any questions regarding adding new players.

Players are registered for the entire playing year, 8/1 to 7/31. Some transfers are permitted between Fall & Spring. Contact your Club Registrar for more information about transfers between teams.

Competitive players transferring between different clubs must download WYSA transfer form on [www.wiyouthsoccer.com](http://www.wiyouthsoccer.com).

## REFEREE INFO

### MAYSA

**League Fees (home team pays full fee):**

U9-U10: \$15/\$12/\$12  
U11-U12: \$28/18/18  
U13-U14: \$36/24/24  
U15-U16: \$46/30/30  
U17+: \$55/34/34

**One envelope per Official works best!**  
**DUE BEFORE GAME**

•MAYSA Upper Tier games will have refs assigned by MAYSA.

•MAYSA Lower Tier games: please contact your club referee coordinator for details on referee assigning.

Questions? Contact Linda: [lhuttenhoff@maysa.org](mailto:lhuttenhoff@maysa.org)

## Game Cancellations

**MAYSA does not cancel games due to weather!**

**\*Coaches should make a determination by 7am on the day of the match as to whether recent or current field conditions warrant cancellation of a game. If a decision is made to cancel, teams notify whomever assigns referees for their games (MAYSA or Club assignors)**

**\*After 7am on game day the decision to cancel a game is left to the referee at the field.**

**\*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.**

## SCORES

The HOME team is responsible for reporting scores. Know your game number before calling (found on the left side of your schedule)



Call 1.866.391.0662 (GotSoccer toll free)

1. Enter SPRING league event ID # 58040 (then press #)
2. Follow prompt. Pin= 9030 (then press #)
3. Follow prompt. Enter scores as directed.

## US YOUTH SOCCER PLAYER PASS CARDS

- Player pass cards are provided by MAYSA (after all birthdates have been verified by MAYSA.)
- Families upload photos of their player for cards, or managers attach photos after cards are sent.
- Cards are mailed to manager before start of season. Place card into laminating sleeve, laminate, and place in alphabetical order for check-ins.
- If any recreational player requires a Player Pass, the player's club will be charged \$2 by MAYSA.

\*Players will be issued their player passes once teams' registration materials are processed and all birth dates have been verified.

\*If you would like passes for any reason, the following should be submitted to MAYSA:

-An emailed request for player passes for the team

-Birth certificates for each player if not previously verified.

\*\*Please do this as soon as you know you need the passes as MAYSA cannot guarantee to have them done in the same day.

# MAYSA MANAGER CHEAT SHEET

## Coach/Manager Pass

- Every MAYSA coach **must** have a Risk Management/Coach Pass through Wisconsin Youth Soccer Association (WYSA) to be on the team side during games. This quick and easy registration process is accomplished by going to: [www.wiyouthsoccer.com](http://www.wiyouthsoccer.com) (Under 'Coaches') The 'coach pass' includes WYSA registration & state background check.
- Every coach should also have the level of certificate or license appropriate for the team he/she coaches. The certificates/licenses indicate a level of training. Please see [www.wiyouthsoccer.com](http://www.wiyouthsoccer.com) for current class offerings. (Under 'Coaches')
- Managers must have a manager card in order to be present on the team-side during games. Request manager passes through MAYSA.

## Club Pass Policy

The club pass is designated as an **intra club** pass. Club passing allows players within the same club to be used on other (age-appropriate) teams during league games as well as in tournament play. All players club passing to a competitive game must have a US Youth Soccer Player Pass acquired from MAYSA.

For the complete text on this policy (updated Aug 2013) please visit the WYSA website under Policies.

## Rosters

Max roster size:  
U6-U8: 12  
U9-U10: 14  
U11-U12: 16  
U13-U18: 22 (only 18 may 'suit up' on game day)  
Each team **must** provide the referee with an approved 'WYSA Team Roster' with jersey #s written in.

Teams receive a roster from their Club at the beginning of the season. Contact your club's registrar if you need a roster at any time!

Be sure to make plenty of copies for the season!!

## field info

- A field coordinator has been designated by each soccer club. The field coordinator maintains the schedule for the club fields. The field coordinator may also limit games or practices on the field if it is deemed unsafe or unplayable.
- Games take precedence over practices. Fields cannot be reserved for practices or scrimmages.—first come, first served.
- If you have questions about a field, please contact the soccer club associated with that field.

If your team is planning to play in one or more tournaments during the season, be sure to plan ahead and organize your materials to make registering and check-in at the event a smooth, easy process.

For a listing of upcoming MAYSA tournaments see:

[www.maysa.org](http://www.maysa.org)

## General Tournament Info:

In general, you will need to have the following items with you at check-in for an event (be sure to check the specific requests from any event you plan to attend):

- approved roster
- player passes (ALL tournaments except MAYSA Cup)
- application to travel (if out-of-state tournament)
- liability waivers/medical release forms
- emergency contact for manager/coach during the event
- guest player form (if using guest players from other clubs) (available at WYSA)

## Schedule changes

Once the schedules are final, there are very few times that games should be rescheduled. See the MAYSA website for details (under League Rules and Game Day formats):

- Field conditions (by City or Club field coordinators)
- On field weather (by Referee)
- State Cup conflicts

If rescheduling, home and away coaches, field coordinator, and referee assignor (MAYSA or Club) must be involved. MAYSA should be notified of all reschedules (usually by the Club Field Coordinator at the end of the rescheduling process.)

## Contact MAYSA:

**Vicki Abshere**, Registration & Communication, [vabshere@maysa.org](mailto:vabshere@maysa.org) ext. 301

**Chris Lay**, Executive Director, [clay@maysa.org](mailto:clay@maysa.org) ext. 302

**Linda Huttenhoff**, Referee and Scheduling Coordinator, [lhuttenhoff@maysa.org](mailto:lhuttenhoff@maysa.org) ext. 303

**Crystal Lee**, Director of Business Services, [clee.maysa@gmail.com](mailto:clee.maysa@gmail.com) ext. 304



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