

## Manager Guide

- **MAYSA manager cheat sheet:** this is a generic overview, a lot of the information pertains to competitive classic teams. **Items to note:** -Referee fees are for U9-U19 teams, not U7/U8.

***Please see manager cheat sheet for fee breakdown.*** Referee fee's are always paid to every referee working at the game by the home team prior to the start of the game. Managers will receive a check mailed to you from the VSC which covers Referee fees for the season. Please have the correct amounts in envelopes ready to go before the start of the season, it will save you time! You must bring a separate envelope with payment for each Referee. -Scoring only happens for teams U9 and up and needs to be reported at the end of the game-***see manager cheat sheet for instructions on how to report scoring.***

- **Contact information/required forms:** U9-U18 recreational and classic teams have the WYSA membership forms emailed by the Registrar to all managers. This will need to be signed by all guardians on behalf of their player and kept on hand by the manager or coach during all games and tournament play. Player cards are not issued at the Recreational level. Official WYSA rosters are needed for all tournament play. These will be sent to all coaches and managers through League One from the Registrar prior to the start of the playing season.

- **Tournament registration and payment:** Team managers should register the team and select CHECK when making their payment selection. Complete the registration and forward the email confirmation receipt to Emily the VSC accountant for payment by the club. Tournaments are included in the season. Fee structure is as follows: U9- U14 Recreational:1 tournament in fall and 1 tournament in spring. U11-U19 Competitive: 2 in fall and 2 in spring

- **Uniforms:** U7/U8 shirts will be given to coach or manager for team disbursement. Recreational jersey's will be given to coach or manager for disbursement. U11 and older- team managers will be responsible for uniform pick up from Stefans and team distribution. Any uniform issues once delivered should be directed to Stefans.

- **Volunteering:** Recreational teams are not required to volunteer, but help is always needed. Classic/State families are required to volunteer 2 hours within the year or pay \$100 opt out fee. You are encouraged to enlist the help of your team for: tournament registration, referee payment, social planner and winter soccer coordination and coaching. Managing a team and/or volunteer coaching at any level will also fulfill volunteer hours. **NEW-** U9 and U10 MAYSA Leagues Teams Volunteer Linesperson. Please see Team Volunteer Linesperson attachment. Families of U9 and U10 players are not required to volunteer but many of you have children playing Classic Soccer and well as Recreational soccer and this is a another opportunity to get your hours.

● **Team Social Bonding:** The club encourages club unity but team as well. Kids love pizza parties, a pasta dinner before a tournament or end of season celebration. The VSC is working with Sky Zone this year with a unique fundraising opportunity by giving Verona Soccer Club families a discount on tickets AND donating \$5 per ticket back to the club! Please consider making a trip to Sky Zone one of your team bonding experiences!

*Sky Zone Ticket Ordering Directions: Please email request to [Tickets@veronasoccer.org](mailto:Tickets@veronasoccer.org)*

*Subject line of: your last name and "VSC Sky Zone tickets"*

*Example: "Manning - VSC Sky Zone tickets"*

*Copy, paste, and complete the following information:*

*First Name:*

*Last Name:*

*Email:*

*Phone:*

*Address:*

*Number of Tickets (x \$15)=*

*Date required:*

*Payment method: \*\*Paypal info or mail check to ...*

● **Team Communication:** New to the club this year is club wide TeamSnap which allows you to communicate quickly and effectively with your team. Please make sure your families have agreed to receive text alerts from the club as well as emails as this is how we will be communicating closings of fields, or any urgent messages. Social media and the VSC website will also be updated as quickly as possible but this is not also an effective means of communicating to the entire club.

## CLUB HAPPENINGS

Please make sure these events are added on your teamsnap calendar.

### **Club wide meeting**

When?? August 13, 2018

Where?? Verona Area Community Theater

[103 Lincoln Street Verona WI 53593](#)

Time? Rec families/players 6:00 pm to 7:00 pm

Classic families/players 7:15 pm to 8:15 pm

### **Fall Kick Off**

8/28/2018 and will be at Goodman Pitch at Reddan. Time is 630-8pm. There will be no practice this evening.

### **TIP trainings**

September 10, September 17, September 24, October 1, October 8

U7 to U10 is 4:30pm to 5:30pm and U11 and up is 5:30 pm to 6:30pm

Location TBD (Will be at Premier or Veterans waiting on final)

### **What do I do if I need to reschedule a game?**

During the reconciliation period you can reschedule games- Linda Huttenhoff the MAYSA scheduler will email the process to all managers at the start of the reconciliation period-here are the highlights:

#### **-Reschedule during reconciliation period:**

- 1) Contact the opposing manager or team. All of the team contact information is within the schedules.
  - 2) Work with the opposing team to determine a date, potential time and location of the rescheduled match and have mutual agreement. (At this point in time you do **NOT** need to clear anything through the field scheduler as she is still in control the master schedule.)
  - 3) You can NOT reschedule any games during the week at Premier.
  - 4) E-mail Linda Huttenhoff, [lhuttenhoff@maysa.org](mailto:lhuttenhoff@maysa.org), once you have a game-change agreement. **Both teams must be copied on the e-mail.** She may have to offer you an alternate date, time or location if the field is not available.
- Game number must be included in the subject line, no game changes will be accepted without this. She will send them right back to you.
  - Original game information AND new game information need to be at the top of the email.

They receive 500+ requests every season, so please do not simply write "see below" or "email chain attached." This will save everyone a lot of time.

- Depending on the volume, it could take several days for your change to be processed. Linda always sends an email when the change is made and she will always ask if all changes have gone through before she will declare the schedule as final.

#### **-Reschedule after reconciliation period:**

1) Contact the opposing manager or team. All of the team contact information is within the schedules.

2) Work with the opposing team to determine a date, potential time and location of the rescheduled match and have mutual agreement. (At this point in time you DO need to clear it through our field scheduler who is Dave Sebastian at [fields@veronasoccer.org](mailto:fields@veronasoccer.org)). NO reschedules can be at Premier fields during the week.

3) E-mail Linda Huttenhoff, [lhuttenhoff@maysa.org](mailto:lhuttenhoff@maysa.org), once you have a game-change agreement. Both teams must be copied on the e-mail. She may have to offer you an alternate date, time or location if the field is not available.

- Game number must be included in the subject line, no game changes will be accepted without this. She will send them right back.

- Original game information AND new game information need to be at the top of the email. Please do not simply write "see below" or "email chain attached." This will save everyone a lot of time.

#### **What to do if no Referee shows up at game?**

U9/ U10 Contact Bryan Gruchow at (608)215-9043 email [bryan.gruchow@masru.org](mailto:bryan.gruchow@masru.org)

U11 and Up Linda Huttenhoff (608)276-9030 x303 or Cell (608)630-3533 email [lhuttenhoff@maysa.org](mailto:lhuttenhoff@maysa.org)

#### **What do I do after I sign up for a tournament?**

Email our club accountant at [accountant@veronasoccer.org](mailto:accountant@veronasoccer.org) with the receipt from the tournament so that payment will be issued.

#### **What if I am missing waivers, rosters, or membership forms or need help/have questions about a process?**

Email Tara the VSC registrar if you have missing or misplaced paperwork.

## **What happens over the winter?**

There are many opportunities for your team to continue working on their skills. The club holds coach run indoor winter training for all classic teams during the off season (start's second week or so of January), and Jennifer Perez is the VSC winter training coordinator. We have many teams that play both indoor soccer and futsal during this time as well. Managers can either take on the task of coordinating winter soccer or use it as a volunteer opportunity.

[Breakaway Sports](#) for indoor soccer.

[Madison Futsal](#) for futsal

## **Important email addresses you may need:**

Mellanie Nai- Director of Coaching [coaching@veronasoccer.org](mailto:coaching@veronasoccer.org) or [mellanie.nai@gmail.com](mailto:mellanie.nai@gmail.com)

Autumn Ballen- Communications Director [admin@veronasoccer.org](mailto:admin@veronasoccer.org)

Tara Mattila- Registrar [registrar@veronasoccer.org](mailto:registrar@veronasoccer.org)

Emily Royalty- Accountant [accountant@veronasoccer.org](mailto:accountant@veronasoccer.org)

Dave Sebastian- Fields Coordinator [fields@veronasoccer.org](mailto:fields@veronasoccer.org)

Tara Mattila- Recreational Youth Director [youth@veronasoccer.org](mailto:youth@veronasoccer.org)

Julie Dumas- Volunteer Coordinator [volunteer@veronasoccer.org](mailto:volunteer@veronasoccer.org)