

# **WESTSIDE FOOTBALL CLUB TEAM MANAGER GUIDE**

This guide has been revised and improved for 2004. To make it better next time, please contribute your comments and suggestions, including things you found unclear or missing, plus ideas and tips you might want to share with others. Please forward at your convenience via phone, fax, snail-mail, or email to:

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## **FOREWORD**

Welcome to Westside Traveling Soccer!

Due to a growing interest and through the efforts of parents like you, soccer is now the #1 sport in participation as well as in growth among youth in Minnesota. You can be very proud of your contribution to this extraordinary achievement. Studies show that participation in sports helps build self-confidence and esteem among youth, and provides opportunities to learn and practice teamwork, cooperation, and commitment.

Particularly for girls, those who participate in sports are more willing to take risks and try new activities. These positive benefits of physical activity can carry over into academics and other activities, too. (Melpomene Institute brochure, © 1993).

## Commitment

One of the most important jobs of Westside F.C. is providing opportunities for all players to develop and improve their skills through practices, clinics, and other training venues. Westside F.C. employs a professional director of coaching to facilitate individual and team skill development. Westside Football Club has long been committed to providing a place on a team for every young person who wants to play youth soccer, regardless of experience or ability; players are expected to return that commitment.

Rostering on a Westside team implies that the player will participate in all practices, games, tournaments, and clinics. While family vacations, camps, and weekend trips to the lake may conflict with soccer schedules to a limited extent, players who have significant conflicts (for instance, they'll miss half the season, or they can never make it to practices) should seriously consider the impact their absence will have on their team's effort, both in terms of morale and performance on the field. Managers and coaches can help players understand this key aspect of teamwork and good-sportsmanship.

## Thanks

Westside Football Club is run almost entirely by volunteers: people like you who generously contribute their time and talents so that our kids have the opportunity to play community soccer. Thanks for volunteering your time and talents to such a fun and worthwhile cause! We appreciate your efforts on behalf of your team, your club, your kids, and your community.

As team manager, you play a crucial role in determining the kind of season your team will experience: one that is disorganized and stressful, or one that is efficient and rewarding. Your job, of course, is to ensure the latter. The purpose of this handbook is to make accomplishing that goal easier.

Please feel free to ask for advice or assistance. The "Who Do You Call" list in this guide (Appendix G) should point you to the right person. Your comments and suggestions for improving our club are always welcome.

## **CHAPTER ONE:** Overview of The Manager's Job

### Role

Simply stated, the team manager's job is to take care of all the administrative stuff so your coach can coach, your players can play, and your team parents can enthusiastically support their kids' enjoyment of the game. Throughout this guide you will find many "TIPS" to help you in your role.



## Tasks

*Registration.* Working with coach, coaching director, and registrar, helping to finalize the team roster, get registrations materials in, and decide a team name and level of play

*Communication.* Informing parents and players who's on the team, what they need in order to play, and when they're supposed to be where.

*Safety.* Ensuring that an on-duty parent is present at each practice and game, including tournaments; that the first-aid kit is well stocked and at all games and tournaments; and that Emergency Info and Consent Forms are at all games and tournaments.

*Scheduling.* Scheduling practices and rescheduling games as necessary.

*Games.* Ensuring that player cards and team equipment are at every game ensuring that nets and flags are installed at every home game; ensuring that a duly-registered adult is present at every game; and submitting the Match/Line-up Report for each game (failure to do any of the foregoing may result in forfeit, disqualification, and/or a team fine). For U11 and up games, reporting scores after each game.

*Tournaments.* With the coach, deciding which one(s) your team wants to play in, registering, collecting fees if necessary, checking-in, and paying referees if necessary (generally in cash).

*Coach.* Mediating between parents and coach as necessary (coaches are responsible first to you as team manager, then to the club director of coaching).

*Board.* Ensuring that the team has an adult representative to the Westside board, who will participate at monthly meetings, vote on issues, and report back to the team.

*MYSA.* Being the official representative of the team in MYSA (Minnesota Youth Soccer Association) matters, including contact by other clubs and managers; and if you will be unreachable for any length of time, arranging for someone else to field these requests for information and/or action.

While any of these tasks may be delegated, the team manager is ultimately responsible for seeing that it all gets done. Start early to delegate!! Getting as many people involved as possible benefits everyone, especially the kids. The more parents that have a sense of ownership in what happens, the stronger your team will be.

## CHAPTER TWO: Pre-MYSA Season Planning and Organizing

### Registration

Westside will field as many teams at each age and skill level as registrations allow. Where two or more teams are available at a single age level, try-outs may be held to determine the best placement for individual players.

Your team's individual registrations are due to Westside's registrar by the current season deadline (See Appendix A & B: Current Season Calendars) This deadline allows time for the board, registrar, and gender coordinators to balance rosters as necessary, assemble the club's materials, and submit them to MYSA by the team registration deadline.

As a club, Westside works hard to set team rosters early, to facilitate planning and recruiting. Your help in this effort is appreciated. Registration materials are mailed to all currently registered Westside players for the summer and fall seasons. Registration forms are also distributed to local Rec Centers and are available on our Web site at [www.westsidesoccer.mn.org](http://www.westsidesoccer.mn.org).

#### *Help Get Player Registrations In (by current season deadline)*

Deadlines: As team manager, it is your job to be sure all registration fees, player photos, birth certificates, and/or liability waivers are in by the current season deadline. Keep in contact the Westside registrar to determine who and what's missing, so you can prod parents to get their missing forms/fees/etc. in. Registrations received later than Westside's stated registration deadline or incomplete by the deadline will be assessed a \$25.00 late fee. **NO EXCEPTIONS!** Late and/or incomplete registration required more work for all involved in the registration process (especially the registrar!)

Team Name: If you have a new team name, inform the registrar before the current year's MYSA registration deadline, so that (s)he can submit it along with your team registration. Name changes can not be guaranteed after the original team submittal.

Team Competitive Level: MYSA offers various levels of play for all age groups.

- |            |   |
|------------|---|
| U9-U10     | Developmental League-Two levels self-selected: <b>Y4 Maroon</b> for more experienced players and <b>Y5 Gold</b> level for less experienced players (6V6). Roster limit: 12.   |
| U11        | Competitive-Two levels self-selected: <b>Classic Maroon</b> as the upper level and <b>Classic Gold</b> as the lower level, with the lower level being broader based than the upper level (8V8). Roster limit: 14.                                   |
| U12        | Competitive-Three levels, assigned based on U11 summer season standings: <b>Classic 1</b> , <b>Classic 2</b> , and <b>Classic 3</b> , with C3 level being broader based than the upper levels and C2 being broader than C1 (8V8). Roster limit: 14. |
| U13 and up | Competitive-Four levels: <b>Premier</b> , <b>Classic 1</b> , <b>Classic 2</b> , and <b>Classic 3</b> . Premier is the most competitive division and Classic 3 the least competitive. C3 is the broadest based level (11V11). Roster limit: 18.      |

“New teams” will be placed at the Classic 3 level. A “new team” is a team in which 2/3 or more of the team has not played together in the previous summer season.

After a team’s season, their standings in the league will determine competitive level placement for the next summer season. Premier placement is by invitation only. A policy of promotion and relegation will apply to Classic 1, Classic 2, and Classic 3 levels of play.

Promotion

- a. *Classic 2 and 3 teams that place first in their leagues are automatically promoted.*
- b. *Classic 2 and 3 teams that score 75 percent or higher of the total number of points possible for their league are automatically promoted.*
- c. *A team scoring below the 75 percent standard also may be promoted, with the approval of the District Operating Committee.*

Relegation

- a. *The last place team in each classic league is automatically relegated. If two teams tie in points for last place they will both be relegated.*
  - b. *Classic 2 and 3 teams that score 25 percent or lower of the total number of points possible for their league are automatically relegated. (Exception: Teams that score 25 percent or lower in total possible league points but also earn as many combined wins and ties as losses are not automatically relegated).*
  - c. *A team scoring higher than the 25 percent standard, and teams earning as many combined wins and ties as losses, may after consultation between the district director and the team’s club president, be relegated with the approval of the District Operating Committee.*
  - d. *The District Operating Committee has the absolute right to change a team’s declared competitive division to properly and fairly place teams. At the discretion of the District Operating Committee, a team may be allowed to play at an older playing age than that of the team’s players.*
- MYSA Official Administrative Rule Book, 4.2.1.1 Competitive Divisions

*Be Sure to Register Adults, Too!*

A team’s coach(es) and manager(s) must register with MYSA. Any adult who works in a coaching position must register. Other adults may also be registered as you feel necessary to ensure that there is at least one MYSA-registered adult (i.e., one with an official player card) at every game. If your team shows up at a game without a registered adult, the referee will declare a willful forfeit, which is subject to a \$200 fine. This fine would be assessed to your team, not to Westside. You may also lose the right to play in any post-season tournaments.

MYSA requires a signed and notarized application which authorizes them to conduct a criminal background check on the registering adult. These application forms are available at the MYSA website: [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org), our club website, [www.westsidesoccer.mn.org](http://www.westsidesoccer.mn.org), or from the club registrar.

*Help Finalize Team Roster (by current season deadline)*

The Westside club registrar completes the significant (volunteer) task of submitting team rosters to MYSA by the MYSA Player registration deadline. As a team

manager, you will be contacted after Westside's player registration deadline to discuss the registration status of your team. U9-U10 teams require at least 8 registered players to form a team. U11-U19 teams require at least 11 registered players to form a team.

Not Enough. If it looks like you will not have enough players for a full roster, you and your coach may want to do some recruiting. Board members, the registrar, gender coordinators and the coaching director may also play an active role in recruiting and juggling players to fill rosters most equitably among the club's teams. MYSA's website sponsors a list of players looking for teams and teams looking for players.

MYSA rules prohibit recruiting players from other clubs after they have registered and paid a fee to another club. If a player has signed with a club for the fall season (the first season of the soccer year), they are considered committed to that club through the next summer. To be released from that commitment, forms must be filled out with both club registrars approving the transfer. Prior to registration, however, a player is free to play for any team, regardless of location. No team "owns" a player by virtue of location (or for any other reason, for that matter!)

Too Many. If it looks like you will have too many players, there are three alternatives: add another full team; roster your few extra players on another team; or "over-roster" the extra players (i.e., put more than the maximum on your roster).

MYSA technically will allow over-rostering of up to eight players per team, to be decided on a case-by-case basis. It is unlikely that they will allow more than one or two players to over-roster on any Westside team because it reduces the time players will have on the field. Westside's president must approve the first two over-rostered players on a team. Over-rostered players' parents must also sign an "Over-Roster Form" saying they understand the ramifications of being an over-rostered player. For additional over-rostered players, the team must receive an approval from the district director and the district operating committee.

Over-rostering is not allowed at the C1 level below the U17 age level. Over-rostering is limited to the lowest division team at any age level.

The over-rostering rule exists to accommodate teams who would otherwise not be able to field a team because players are unavailable for the entire season. This might include teams whose players are widely scattered and so can't get to all the games (e.g., in rural communities), or teams with players whose schedules preclude them from playing the entire season (e.g., teens with jobs conflicts for half the soccer schedule).

If you decide over-rostering makes sense for your team, you will need to develop a system to ensure that you only have a full-roster's worth of players in uniform at any single game. Having too many players in uniform is cause for forfeit.

## **Tournaments**

Tournaments are an extra, but most players and parents agree they're well worth the effort.

### *Selection*

Picking tournaments is mostly a matter of achieving consensus among coach(es), manager, players and parents. You'll receive some information by mail, some by word of mouth. Use the recommendations and experience of the veterans on your team, as well as

information gathered from other teams, to help evaluate the choices. The MYSA website has approved tournaments listed by date and usually has a link to the sponsoring club or tournament website for more information.

Some tournaments register teams in single age-bands (e.g., U-10, U-11), and others in double age-bands (e.g., U-11/12, U-13/14). Single-age-band tournaments are usually the best choice for odd-year teams, to keep match-ups more equitable.

### *Fees*

Westside will pay tournament registration fees during the summer season, up to two (2) tournaments at up to \$400 per team. For U-9 and U-10 teams, Westside also pays for the end of season Jamboree. For U11 and up teams, Westside pays all fees associated with the district and state playoffs. Financial aid is available for USA Cup players through the Sons of Norway. No refunds or rebates will be made to teams that do not spend their full tournament allotment.

### *Register Early!*

If you decide to play in a tournament, it's important to register early! Follow the tournament registration instruction carefully. Often, you will need to send a team roster (with birthdates) to the tournament organizer. Ask Westside's treasurer to write a check for the tournament fee; if necessary, collect additional fees from each player to cover costs in excess of Westside's tournament fee for the season. Most tournaments also require signed medical/liability waivers for each player. You should already have these available. They are required at all season games.

## **Coaching**

Every team must have a coach. Some Westside coaches are volunteers-often a parent-who are knowledgeable about soccer and working with kids. In the event a team cannot find a suitable volunteer, Westside will hire a coach (fee negotiated by the director of coaching, according to guidelines set by the board of directors).

### *Responsibilities of Coaches*

Westside coaches (paid and unpaid) are responsible for:

1. Conducting team practices (at least two per week during the summer season; at least one per week during the fall season).
2. Attending and coaching all games and scrimmages, including tournaments and playoffs
3. Attending all coach-training clinics conducted by Westside's director of coaching.
4. Finding a substitute to coach any practice or game that the coach cannot attend (fees of paid coaches may be adjusted to reflect attendance)

The coach is not responsible for administrative duties, such as registration, rosters, and keeping track of player passes. As team manager, those tasks are your responsibility

### *Manager-Coach Relationship*

As team manager, it is your job to mediate between parents and coach, as necessary, including formal or informal evaluations each season. The coach is responsible to the team manager first, then to the club director of coaching, and finally to the board of directors.

### *Assistant Coaches & Additional Payments*

Note that Westside does not include pay for assistant coaches in the annual budget. Individual teams may raise funds for this position if they deem it advantageous. Individual teams may also raise funds privately if they wish to offer a coach more than the limit established by the board of directors.

## **Schedule Practices**

As manager, it is your responsibility to schedule practice time for your team (TIP: Good chance to delegate this responsibility). Coaches are responsible for holding at least two practices a week throughout the summer season and at least one practice a week in the fall season.

### *Team Practices*

Begin by checking with your coach, players, and parents to find the best days and times. Then, check with the Westside website to determine if Westside has any field reserved for team use. Keep in mind that the Minneapolis Park Board's field reservation system is cumbersome and complicated, but must be used to reserve park fields. Contact your local park director about reserving fields. Be resourceful in choosing a practice space, and avoid practicing on game fields.

Westside's director of coaching is also available on a limited basis to attend team practices. The team coach and manager should contact the director of coaching to arrange for attendance. The earlier you contact the director of coaching the better chance for getting on his schedule.

### *Club Practices & Clinics*

Westside's director of coaching offers practices and skill clinics throughout the year. Any team/age-group practice schedule will be sent to all appropriate teams. Your team might want to require attendance at all clinics; successful teams practice together often.

## **Equipment**

### *Team Equipment*

Westside provides each team with a game ball, ball bag, first-aid kit, goalkeeper shirt and gloves (as needed), a portable ball pump, pinnies, and a set of marker discs.

Old Teams: Take inventory of the team equipment you (or others affiliated with your team) have from last season, and determine what needs replacement/replenishment. Balls can be replaced each season.

New Teams: Contact the equipment manager to get your team's equipment.

CONTACT THE EQUIPMENT MANAGER AS SOON AS POSSIBLE TO ORDER  
ADDITIONAL EQUIPMENT

*Player Equipment*

All Westside players are required to have the following equipment (in good repair) at all practices and games:

1. Shin guards
2. Appropriate and safe footwear (Cleats are recommended, but are not required, for outdoor play; cleats are not allowed for indoor play. Cleats must be cleats made for soccer (not football, baseball, etc.). They must be free of burrs or jagged surfaces that might injure other players. Inappropriate cleats can get a player disqualified from a game by a referee during check-in.
3. Water bottle (filled with water)
4. Properly inflated ball:
  - size #4 for U-9 through U-12s
  - size #5 for U-13 through U-19s

**Key Volunteer Needs**

Team manager is a big job; you will need help. Remember, the more people you can involve, the more commitment you will have and the more equitably the responsibility will be spread. Start as early as possible to get other parents involved. Read through this manual to see the sorts of things that will need doing before the season is over.

While each team's needs will differ somewhat, two positions that every team needs to fill are:

*Coordinator of On-Duty Parents*

This person creates a rotating list so that there is always an on-duty adult (in addition to the coach) present at all practices, games, and tournaments. This covers Westside from a risk-management standpoint, and it can be vitally important in the event of an emergency.

The practice on-duty parent ensures that all players are picked up after practice. Ask all your parents not to leave their kids waiting alone before or after practices. Don't assume the coach will eventually show up. Unexpected delays or absences could occur.

For many teams, the on-duty parent also provides a team snack for half time (orange quarters, watermelon slices, grapes, or other fruit) as well as a treat after the game (usually something to eat and drink for each player. If possible, remember the siblings on the sidelines.

*Coordinator of Nets and Flags (for home games)*

The home team is responsible for providing a properly groomed and equipped field, including corner flags and nets.

U9-U11 Teams: Home field is Parade Stadium field. The nets are left up all season. Corner flags will need to be set and taken down.

U12 and Up Teams: Home fields are usually Fort Snelling or Blake School. At Fort Snelling, nets are left up all summer; corner flags must be put up for each game. At

Blake, nets and corner flags must be put up for each game. These will be stored at a pre-determined place.

Whenever your team is the home team, you need to provide nets and flags for the game. Nets and flags may already be installed if another Westside team played on the field before you; and often, you can leave them in place if another Westside team is playing after you. However, don't assume this will be so. Your team coordinator needs to check with the manager of the prior and/or next team to play on the field to officially transfer this crucial responsibility.

Nets and flags (including hammers, stakes, step-stools, ties, and the bags they all come in) represent a significant expense for Westside F.C., so your team's care in seeing that they are well maintained and promptly returned will help keep costs down for all of us.

Also, understand that we own a limited number of sets of nets and flags (due to their expense). Please be considerate and pick up a set just before your game, then return it promptly after your game, so that another team is not forced to forfeit for lack of nets and flags.

Storage Locations of Nets and Flags: Check with Equipment Coordinator

### **Confirm Dates/Times/Locations**

Your coach will be given the game schedule, field directions, and a list of opposing-team contacts at the current season's MYSA coaches' meeting. Attendance at this meeting is mandatory (preferably by the coach; if not possible, you or another representative must attend!).

*Call Opposing-Team Coaches* (TIP: Great to delegate!)

Call each of the opposing-team managers to confirm the dates, times, and locations of all your games. For home games, also check to see if you'll have any jersey-color conflicts. If your opponents wear red, it's your responsibility to wear white Westside T-shirts. (It is MYSA policy that the home team change shirts in the event of a color-conflict.) Although players should always bring their alternate jerseys to every game, be sure to remind your team of the dates when this will be necessary.

Double-check all field directions. Directions to all games are distributed with the game schedule at the mandatory coaches' meeting. Review field directions with your opposing-team's manager, in case MYSA's published directions are wrong, difficult to decipher, or impossible to follow due to road construction. If a team can't find the field, they will have to pay a forfeit fee.

### **Player Cards**

The player card (also referred to as a pass) is the official MYSA identification for every soccer player, coach, manager, and any other registered adult affiliated with your team. It is the size of a driver's license with player's name, birthdate, team assignment, official ID number, and current season. A current photo and signature is required on the back to consider the card complete before lamination. MYSA prohibits acceptance of cards that are without pictures, signatures, or lamination of both sides. Such cards will be confiscated by the referee which could result in a forfeit of the game.



### *How To Assemble Player Cards*

1. Collect player cards and pictures from registrar when notified they are ready.
2. Trim and attach each player's, coach's, manager's, and other adult's photo to the card. If a photo was not included in a player registration, you will have to arrange to get one from the player.
3. Have each player and registered adult sign his or her card.
4. Laminate the completed cards with one of the following: pouch laminate them at Kinko's, purchase laminating sheets at Kinko's or any office supply store, or request laminating sheets from registrar.  
(note: you can use the Westside F.C. charge account at the Uptown Kinkos, #9980054635 or turn in receipts to the treasurer for reimbursement.)
5. Punch a hole in the corner of each card and keep them all together on a chain or keyring for safekeeping

### *Get Them to Every Game On Time!!*

As manager, keeping track of player cards are one of your most crucial responsibilities. According to MYSA rules:

1. No player may play without a player card
2. The coach and at least one other adult per team must have a signed and laminated MYSA player card with a photo.
3. No team may play without at least one registered adult present (that is, one who has a player card)

Teams have been disqualified from championship play-offs for lack of player cards. Some managers find it helpful to keep them inside the team's first aid kit to ensure they get to all the games.

### *Keep Them Safe!*

Replacement of lost cards is a long process. Forms have to be filled and district director's signatures must be obtained before MYSA can reprint the cards. The cards would then have to be reassembled and laminated. This can take several days. In the meantime, no player without a card can play. This could cause forfeit of any scheduled games (with the attendant fine).

## **What You Should Have Before the Season Begins**

Chances are you won't get all this stuff at once; but it should all get to you before the season starts. If you're missing anything, call the appropriate person. Most of the paperwork comes from the registrar; equipment comes from the equipment manager; uniforms from the uniforms manager; and keys/combinations from the field coordinator. See "Who Do You Call" for names and phone numbers.

- Team roster –from registrar
- Season schedule\*
- Blank player cards and photos (ready for you to assemble)-from registrar
- Field directory\*

- List of opposing-team contacts\*
- Match/Line-Up Reports\*
- Team equipment as needed: game ball, hand pump, ball bag, first aid kit, goalie shirt and gloves, and marker disks (returning teams will already have team equipment)
- Emergency Information & Consent Forms for each player (from registrar)
- Pink cards\*
- Combination to Parade field (through U-11)

\* These will be distributed at the mandatory MYSA coaches' meeting. You will be notified of the time and location of the meeting. One representative from each team, preferably the coach, must be present to pick up the team's packet of information.

## **Communications**

Excellent communication-frequent, timely, clear, concise, and easily actionable-is a hallmark of the most successful and contented teams.

### *Pre-Season Meeting*

A team meeting is an opportunity for players, parents, you, and your team's coach to get to know one another, to build spirit and consensus, and to make decisions for the upcoming season.

Even if you've been playing together for several years, a pre-season meeting is a good idea. Your agenda should allow time for:

1. The coach to discuss expectations and goals for the season.
2. The manager to complete registration details and poll parents about practice schedules, tournament preferences, and volunteer assignments.
3. The manager to review MYSA/club/team policies, equipment needs and safety requirements (see Appendix C), and communication options (see below).
4. The manager to begin the team calendar, to keep track of when players will be absent, in order to plan for games that need to be rescheduled or for which you'll need guest players.
5. Parents and players to express their personal expectations and concerns.

### *Weekly Communications*

While all-team meetings are excellent for communicating, they are practical only on an occasional basis. For weekly communications, you will need to come up with a system that works for you and your players and parents. Fax and e-mail lists, telephone trees, newsletters, and handouts are all good methods of keeping everyone informed and soliciting feedback for making team decisions. (TIP: If you do handouts, be sure to label each with a player's name so you know who got it and who didn't.)

Many teams find that a regular weekly communication (e.g., every Sunday afternoon) is most effective. People then expect it, and are more likely to read it and take timely action.

### *Photocopies*

As a manager, you may use the Westside F.C. charge account (#9980054635) at the Uptown Kinko's to pay for photocopies used to communicate with your team. (Tip: make extra copies of rosters, directions, and schedules for parents who ask for replacements later in the season.)

### **Key Pre-Season Communication Points**

Before the season starts, your team's parents and players should be well informed about the following:

1. Coach(es), manager(s), and members of your team (including addresses, phone numbers, and e-mail addresses to facilitate car-pooling).
2. Practices and clinics schedules (where/when?)
3. Games and tournaments schedules: who, when, and how to get to all fields (particularly if there have been any changes in the published directions)
4. On-duty-parent schedule, for all games, practices, and tournaments including the importance of taking this responsibility seriously.
5. Nets-and-flags responsibility schedule for home games including the importance of taking this responsibility seriously.
6. The MYSA Fines for Forfeit Games policy (see Appendix D); as a not-for-profit organization, Westside cannot and will not be responsible for fines incurred by individual teams.
7. The importance to the team of each member attending all practices, clinics, and games (some coaches make playing time contingent upon attendance)
8. That players should let the manager know ASAP when they will miss any practices or games, so that you can reschedule or recruit guest players, as necessary
9. Equipment and uniform requirements for individual players
  - a. Practices – fluid, ball, shinguards
  - b. Games – fluid, ball, shinguards, alternate jerseys (emphasize that players should bring their white Westside T-shirts to all games)
10. Your team's representative to the Westside board; also, important Web addresses (e.g., MYSA, Westside, team; see Appendix F).

## **CHAPTER THREE: In-Season Responsibilities**

### **Communication**

As stated in the previous chapter, excellent communication-frequent, timely, clear, concise, and easily actionable-is a hallmark of the most successful and contented teams. In-season, continue with the regular weekly communication system that works best for your team.

During the season, you may need to supplement your weekly messages with an occasional “emergency” bulletin, for instance last-minute schedule/location changes, or an update on directions for getting to a field. It helps to have a system in place to accomplish such last-minute communications most effectively. (Tip: Another volunteer opportunity for parents: to devise and begin a phone tree for the team).

Encourage parents and players to communicate with you, too, particularly to let you know as soon as possible when they will miss games, tournaments, and practices).

Many experienced managers recommend bringing extra copies of rosters, schedules, and away-game travel directions with you to games, for parents who request replacements throughout the season.

### **People for Games & Tournaments**

In the people category, there are three people (or sets of people) you absolutely need to have at every game, including tournaments:

#### *On-Duty Parent*

While you may have delegated responsibility to a coordinator of on-duty parents, as manager you should check periodically during the season to be sure this is happening for all games and practices.

#### *MYSAs-Registered Adult(1 required, 2 preferred)*

Assuming both you and your coach are MYSA-registered, it will be rare that at least one of you is not available to attend a game. In that rare instance, however, as manager it is your job to ensure that a duly-registered adult will attend (otherwise your team will forfeit, and incur the attendant fine). If you need help finding someone, call the appropriate gender coordinator as early as possible.

#### *Sufficient Players*

As manager, it is your job to ensure that your team has sufficient players at each game. Train parents and players to let you know as soon as possible of any schedule conflicts. If it appears your roster may be short for a particular game, you need either to reschedule or to recruit guest players.

	Players <u>On-Field</u>	Minimum <u>Required</u>
U-9	6	4
U-10	6	4
U-11	8	5
U-12	8	6
U-13 & up 11		7

For Tournaments, it will be necessary for you (or someone) to check-in your team. The check-in time can vary greatly from a couple hours before your first tournament game to days before the tournament. **READ YOUR TOURNAMENT INFORMATION CAREFULLY!** Your team may be disqualified if you do not check-in as required. (TIP: A great chance to delegate!)

## **Rescheduling Games**

### *Prior to Rescheduling Deadline*

Teams may reschedule games for convenience (for instance, to allow a team to attend a residential clinic or participate in a tournament). If an opposing team will not agree to reschedule, contact your MYSA age-group coordinator to mediate a solution. (Please use this resource as sparingly as possible.)

### *After Rescheduling Deadline*

You may reschedule a game only if the other team accepts your request. Except for weather-related reasons, no team is obliged to reschedule a game after the reschedule deadline.

### *Rescheduling for Weather:*

Games are cancelled for lightning; you are expected to play-or forfeit with a fine-in cold, rain, snow, etc. Teams must show up at the field, however, in order for the referee to officially cancel the game. If a home game has to be canceled due to weather, as manager, it is your responsibility to notify both the referee coordinator and the fields coordinator as soon as possible to reschedule.

### *Rescheduling for Referee No-show*

Home teams are responsible for providing referees. (Westside's referee coordinator does a great job of taking care of this for us.)

If no referee shows up for a game, it must be rescheduled. The visiting team has the option of having it rescheduled at their own home field. Regardless of where the make-up game is held, the original home team (who forced the make-up) is responsible for securing and paying for referees.

## **Guest Players (Playing Up)**

If you won't have a full roster of players for a league game or tournament, you can include other rostered Westside players in your line-up as guests.

#### *How Many?*

Play-ups are limited to three players per league game. Each tournament has its own guest player requirements. Please read them carefully.

#### *Who Is Eligible?*

To play-up, a player must be rostered and play on a Westside team (their first loyalty in terms of participation must be to the team they are rostered on). Players may play as guests on any team that is higher than either their team's age or division level. For example, a player rostered on a U-11 Classic 2 team may play-up to a U-11 Classic 1 or Premier team, or to any U-12 or older team (any division). Premier-division players may play-up only to older Premier-division teams. Girls may play on a Boys team, but Boys are prohibited from playing on a Girls team.

#### *How Do You Find Guest Players?*

Word-of-mouth is one way. Some of your players might have younger siblings who would like to play up. You also might request a roster from the club registrar of those teams from which you could likely pull guest players (i.e., the next-level down in terms of age or division). Talking to the coach of these lower teams could give you some idea of players who are appropriate for playing up.

#### *What You Need to Do to Field a Guest Player*

The most important thing when you host a guest player is: Get their player card and their Emergency Info and Consent Form and return both promptly to their team

## **Paperwork for Games & Tournaments**

For all games and tournaments, you'll need:

#### *Player cards*

The basic procedure regarding player cards:

1. Prior to each game, hand the set of player cards to the referee for inspection. The ref will keep them until the end of the game. (Alternately, some refs may want each player and coach to present his or her own card.)
2. Be sure to get the cards back from the referee after the game. (Refs can get tied up starting the next game and forget; it is your responsibility as manager to retrieve them.) Lost player cards take time and money to replace, and your players are ineligible to play in the meantime.
3. Sometimes a card needs to be transferred to another coach or manager so a player can play-up as a guest on another team. It is critical that you and the other manager arrange for the safe receipt and return of the card.
4. A referee will confiscate the player card of anyone who commits a red-card violation (a serious infraction that requires the player's suspension, usually for 1 or 2 games). That player card will be retained for the duration of the player's suspension by the club president. The temporary

pink card (which you received from Westside with your season schedule) should be signed by the referee until the suspension period is served. Your coach will need to turn in the completed pink card to the MYSA age-group coordinator (or the club president) to get the player card back.

### *Match/Line-Up Reports (or It's Tournament Equivalent)*

A sufficient quantity of these forms will be given to your coach along with your team materials, at the MYSA coach's meeting in early May. This report should be self-explanatory. Simply fill in the blanks to report the time, place, date, etc., of your game and to list your players. (A time-saving TIP: Fill out one report and copy as many as you need, plus a few extra. Add and cross out names as necessary for specific games.)

Complete a Match/Line-Up Report for each game-both home and away-and give to the referee before the game starts (the ref will correlate the line-up report with player cards). The referee is then responsible for mailing the report to the appropriate MYSA age-group coordinator after each game. (For home games, the ref turns in the report to the Westside referee coordinator.) It is required that you provide a stamped and addressed envelope with the report to ensure timely delivery to the age-group coordinator. Mailing labels are in the packet received at the Coach's meeting.

### *Emergency Information & Consent Forms*

The Westside registrar has collected these forms during the registration process. You will pick these up with your player passes and photos in early May. Your coach and you should be familiar with any special medical conditions or restrictions: allergies, asthma, etc. Many managers keep their players completed Emergency Information & Consent Forms with the team's first aid kit. MYSA requires these forms to be at all games.

### *Game Official Payment*

Westside is responsible for paying the officials for all home games. As a manager, you don't need to do anything about payment during the regular season. Our referee coordinator takes care of that.

However, if your team plays in the district play-offs or the state tournament, you will have to pay the officials in cash prior to the game. You can arrange to get a check to cash from our treasurer or seek reimbursement at a later time.

If you have concerns regarding referees at either home or away games, please discuss them with Westside's referee coordinator.

## **Calling In Scores**

For U9-U10 teams, no scores are recorded.

For U11 and up teams, scores must be called in. After each regular-season game, call-in the final score to the MYSA phone number listed in your materials. You will be directed by a series of prompts including one that asks if your team wishes to be considered for the district and state tournaments. (If you say "yes" be sure to let your parents and players know they may have post-season games!)

## Equipment for Games & Tournaments

### *Personal*

As manager, it's your job to remind parents and players of their personal equipment/attire requirements. Many managers distribute this list to parents and players.

Players should arrive at each game fully dressed, ready to be inspected by the referee. Please convey that players should use their own balls for practices as well as for warm up before games. **DO NOT** allow use of your team's game ball for practices.

For games, players must also have:

A complete Westside uniform: black or Westside logo socks, black shorts, red Westside jerseys, and white Westside T-shirts (contact Westside's uniforms manager for any uniform needs). Tip: Reinforce that players should always bring white T-shirts to games.

**For safety's sake, players will NOT be allowed to play if they are wearing:**

- Jewelry, including watches and pierced earrings (this include starter earrings in newly-pierced ears, even if securely taped)
- Hair appliances such as bobby pins or beaded hair (long hair must be securely tied or braided)
- Casts or splints that, in the ref's opinion, are not sufficiently padded
- Metal-rimmed glasses are discouraged, but not prohibited unless deemed unsafe by the referee

### *Team Equipment*

As manager, it is your responsibility to see that your team brings a properly inflated game ball, a goalie shirt, and a first-aid kit to all games. Please label everything! **TIP:** Use your team ball bag to store players' balls during games to deter borrowing or theft. The cost of team equipment is covered by registration fees, so it is in the best interest of everyone that teams are prudent in its care. In the case of negligence, individual teams will be assessed for the cost of replacing team equipment.

### *Field Equipment*

Although you may have delegated this responsibility, you still need to double check that the needed equipment: nets and/or flags will be at the designated field.

## Extras for Games & Tournaments

### *Spare Equipment*

Spare items that are useful to have at games include shin guards, shoelaces, Westside socks, a spare jersey or two, a spare T-shirt or two, safety pins, rubber bands, a jug of water, a thermos of ice (for treating minor injuries and overheating), bug spray, sunscreen, etc. You might ask parents for donations of used items for your spare equipment cache.

### *Team Towels*

A popular addition at games on sweltering summer days is a cooler full of ice-cold washcloths or hand-towels, that the players can wrap around their heads and necks.



(Be sure to restrict them to half-time and after-game use, or they can become a giant source of distraction on the sideline.)

#### *Water Sprayer*

Another popular cooling source is a sprayer such as used on a garden. Restricting actually spraying to team adults is usually a good idea.

### **Key In-Season Communication Points**

During the regular season, your team's parents and players should be well informed about the following:

1. When regular team communications will be sent, and how emergency communications will be accomplished (e.g., last-minute field/time/location changes, game additions)
2. Who is on-duty parent, when, and where (for all games and practices)
3. Who is responsible for getting nets and/or flags installed for home games
4. Personal equipment and uniform requirements
4. To let you know ASAP about schedule conflicts for both practices and games.
5. That games are cancelled for weather only if there is lightning; and even in the event of lightning, a complement of the team sufficient to play must show up on time at the playing field in order for the game to be cancelled (otherwise it will likely be considered a forfeit and incur the attendant fine). Only a referee can cancel a game because of weather.
6. That team and league standings, as well as directions to fields, are available on the MYSA Web site at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org).
7. That post-season play is expected, if you said yes on the telephony system.

## **Chapter Four: Post-Season, Wrap-Up, And the Rest of the Year**

### **Post-Season**

*District Playoffs and/or State Tournament*

Summer Season. All teams U-11 and older are eligible to participate in the district playoffs. To participate, simply respond “yes” to the telephone prompt when you report your game scores. (If you are a new manager, this will become clear once you report your first game score by telephone. You’ll get instructions on reporting scores along with your Match/Line-Up Reports from MYSA in early May.) The deadline for registering for the district and state tournaments in this manner listed in the Current Season Calendar (Appendix A&B). The District Playoff is a single-elimination tournament. The roster you submit for the district playoff automatically becomes the official roster for the state tournament - no additions or substitutions allowed. Roster accordingly! No player may play on more than one district playoff/state tournament team.

You won’t know officially whether your team will be invited to the district playoff until the season is over (the day before the playoffs begin) and allscores are tallied. It’s a good idea to let your team parents know early (during the pre-season, when they’re making summer vacation plans) about the possibility of post-season play, so you will have a team to field if invited.

You can check team standings throughout the season on the MYSA Website ([www.mnyouthsoccer.org](http://www.mnyouthsoccer.org)) to get an idea of the probability you will be invited to district/state tournaments.

Fall: In the Fall season, there are no district tournaments. All teams are eligible to sign up for the Fall Harvest Festival (State Tournament). Each division is allotted a certain number of seeds to send to the Harvest Festival. Once again, your team’s willingness to participate in the tournament is based on your response to the request on the telephony system. The deadline for signing up is listed on the Current Season Calendar.

#### *U-9/U-10 Jamboree*

The U-9/U-10 Jamboree is open to all teams in these two age groups who are registered with MYSA. Look for registration and deadline information in the materials distributed at the MYSA coaches’ meeting. If your team chooses to participate, you are guaranteed three games. Participation awards are given to every player.

Summer: The Summer Jamboree is usually soon after league play ends. The exact date will be on the Current Season Calendar.

Fall: The Fall Jamboree is usually late in September. The exact date will be on the Current Season Calendar.

## **Wrap-Up**

It’s nice to bring the season to an official close, congratulate and recognize both team and personal accomplishments, and to alert parents and players to the year-round opportunities that Westside offers.

#### *Post-Season Meeting*

This can be short and sweet business meeting at the beginning of a year-end party or a social event, as you and your team prefer. The objective of the post-season meeting is to begin planning for your team's next season together. This might include:

1. A poll of who plans to play next summer
2. Whether the team wants to play fall, winter, and/or spring soccer?
3. If you want to play in fall, winter, and/or spring, who will coach? Who will manage for these additional seasons?
4. Does the team want to participate as a group in any training, clinics, or soccer camps?
5. What division level does the team want to play at next season?
6. Deadline for next MYSA season soccer registration.

### *Party/Awards Ceremony*

Optional, but a nice way to celebrate the season and express appreciation for your players' and coaches' great efforts.

If someone is willing, official certificates make great mementos for the kids, particularly for the younger ages. (Blank certificates are available at office-supply stores and Kinkos, ready for laser printing.) Everyone can be a winner and have a good laugh remembering the season's highlights if the citations are things like:

1. Highest-lofted goal
2. Quickest recovery after a body- block
3. Most kicking power for the pound
4. Muddiest goalie
2. Most mileage on the field during a single game
3. Most likely to tell the Coach what s/he really thinks (reserve this one for the coach's kid!)

## **Four Seasons of Soccer**

Westside offers year-round opportunities for players through MYSA-sanctioned outdoor seasons, clinics, and indoor season.

### *Playing Seasons*

Fall: The fall (outdoor) season runs for approximately 6 weeks in September and October. This season is MYSA-sanctioned soccer and required player cards. A Note About Fall Soccer: Registration forms for fall soccer available for teams through U-14 will be mailed summer season ends. Completed forms are due to the registrar very quickly due to fall registration deadlines. Remember, your team moves up an age group with the fall season, i.e., U-10s become U-11s in fall.

Winter: The winter (indoor) season is played at the Augsburg Dome, the National Sports Center, the Holy Angels Dome, and indoor domes.. Teams may register for one or both of two winter sessions, November-December and/or January-March/April. Because this is not MYSA-sanctioned soccer, each team is responsible for registering at the venue it would like to play in.

Spring: Spring (indoor) soccer is played at the Hopkins Pavilion and Corner Kick, from mid-March to early May. Because this is not MYSA-sanctioned soccer, each team is responsible for registering at the venue it would like to play in.

Summer: The summer ) outdoor season is the most participated in soccer season. This is a MYSA-sanctioned season and requires player cards. The season runs approximately from mid-May through mid-June, with post-season play continuing through the first part of August.

### *Skill-Building Opportunities*

Throughout the year, Westside offers a variety of learning and skill-building opportunities for players, coaches, and parents.

1. Summer skill-building clinics
2. Summer Foot on the Ball Soccer Clinics
3. Foot on the Ball indoor clinics from November through April
4. Coaching clinics
5. Referee and referee-assistants training clinics

In addition to Westside's offerings, there are many other opportunities for individuals and teams at all age levels to improve their skills all year long. Many camps and clinics are advertised in The Soccer Times (MYSA's newsletter/paper you will receive as a registered MYSA member); others are promoted via direct-mail; and you'll hear of others by word-of-mouth. Some are residential, others not; lengths vary from a day to several weeks.

## **Key Post-Season Communication Points**

As the season draws to a close, your parents and players should be well informed about:

1. All the seasons of soccer and whether your team wants to participate in any or all of them
2. When registrations are due for next MYSA season
3. That teams move up in age-bracket at the beginning of each new soccer year on August 1 (i.e., U-13s become U-14s for the fall season) Birthyear Guidelines in Appendix C.
4. Additional skill-development opportunities (e.g., Westside clinics and camps) available throughout the year. Remember, the most successful teams practice year-round, and many require team participation at Westside clinics such as Foot On The Ball.

## **CHAPTER FIVE: Some Miscellaneous Stuff**

### **Team Spirit**

A lot of the fun and rewards of Westside soccer come from watching your kids grow and mature as a team. Anything you and your coach can do to build team commitment and spirit will help that process. Some ideas:

After-game victory parties at Dairy Queen

Pizza get-togethers  
Pie-in-the-face/egg-on-the-head incentives (supply your own rules and requirements here!)

### **Financial Inducements, Fees, Rebates, and Scholarships**

No person is authorized to offer reduced fees as an inducement to play for Westside, or for any other reason.

In addition to the regular player fee, extra charges may apply when players are added to a roster after the main registration has taken place. You may get requests for refunds or rebates of fees resulting from players missing part of the season. Because the costs that Westside incurs (MYSAs, coaches, trainers, equipment, facilities fields, etc.) are fixed, there can be no rebates or allowances for individual players.

Westside Football Club supports the opportunity for all kid to play soccer. Scholarships are available on a per season basis for all or part of the primary Westside registration fee. Uniforms and additional team expenses, such as tournament fees beyond the club allotted amount, are not covered by scholarship. All requests for scholarships should be directed to the Scholarship Scholarship. Payment plans are available.

All questions about player fees, outstanding balances, or payment plans should be referred to the club treasurer.

### **Westside Logo and Other Information in Digital Form**

If you would like to include the Westside logo in your communications with players and parents, it is available in digital form (on disk or via email). The text of this manual is also available as a digital file, so you can share pertinent information with your team easily. Copy or print the information you need from Westside's Web site ([www.westsidesoccer.mn.org](http://www.westsidesoccer.mn.org)).

## **APPENDIX A**

# CURRENT SEASON CALENDAR & SUGGESTED TIMETABLE Summer 2004

## **Important Deadline Dates Bolded and Underlined**

- December-March* Registration (forms, documents, and fees are due early in new year)  
Register for tournaments (popular ones fill early!)
- February-April* Hold pre-season team meeting  
Schedule practice times  
Assign on-duty parent coordinator, nets-and-flags coordinator, and delegate other team tasks as necessary
- February 22** **Registrations due to registrar. All late registrations will be assessed a \$25.00 late fee.**
- March 18** **Team registrations due to MYSA (this is done by the Westside registrar) No additional teams can be added after this date. Penalties will assigned for teams that withdraw after this date.**
- April-May* Spring practices/skill-clinics with club director of coaching
- April 12** **Player submittal due by 7pm to MYSA State Office**
- April 26** **Player passes are available by appoint only at MYSA State Office (Registrar is responsible for picking passes up)**
- Late April-* Registrar arranges transfer of player cards, pictures, and copies of medical release forms to team managers
- May 1** **Statewide Mandatory coaches meeting, at which game schedules, field directories, contact information and other important information are distributed. ATTENDANCE BY A TEAM REPRESENTATIVE IS MANDATORY! Location TBD.**
- Early May-Mid May* Confirm date, time, location, travel directions, and jersey colors with opposing-team managers  
Distribute practices, games, and tournaments schedules (including field locations) to parents and players  
Reschedule games with conflicts

- May 10** Summer 2003 League Play may begin. U9-U17 competitive league - deadline for transfers and overrosters. New players may still be added.
- May 10** Last day to reschedule games for convenience (may reschedule for weather until season ends)
- May 24* Westside Board Meeting – 7:00 p.m., Kenwood Park Building
- June 1** U18-U19 competitive league -deadline for transfers and overrosters. New players may still be added.
- June 7* Official roster mailed to Registrars
- June 11** Deadline for Chevy Cup MYSA State Tournament (U11-U19) by 10:00 p.m. via telephony.
- June 14** U9/U10 Jamboree registrations due.
- Mid-June* Start talking to team about Fall Season, who is going to play, etc.? Please look at Fall 2004 Current Calendar and Suggested Timeline for further Fall 2004 information.
- July 2** All Rosters frozen at 5 p.m.-No additions to roster after this date
- July 8** U11-U19 League Play Must End
- July 8** U11-U19 Scores must be reported via telephony by 10:00 p.m.
- July 9** Districts may start/Premier Round-Robin may start – location TBD
- July 10** U9/U10 Summer Jamboree
- July 18-24* Schwans USA Cup
- July 15** League play must end U9-U10
- July 15** Districts/Premier Round-Robin must end
- July 18* Westside Football Club - Post Season Party/Awards - TBA
- July ?** Mandatory Coaches Meeting for Chevy Cup/State Tournament – location TBD
- July 24** Opening Ceremonies for Chevy Cup MYSA State Tournament – National Sports Center, Blaine



**July 25**      **Chevy Cup MYSA State Tournament begins – National Sports Center, Blaine**

**August 1**      **Chevy Cup MYSA State Tournament Ends**

**August 3**      **Chevy Cup MYSA State Tournament Rain Day**

**PLEASE NOTE: SUMMER 2004 and FALL 2004  
CALENDARS OVERLAP EACH OTHER**



**APPENDIX B**  
**CURRENT SEASON CALENDAR**  
**&**  
**SUGGESTED TIMETABLE**  
**Fall 2004**

**Important dates bolded and underlined**

- Mid-June* Start discussing Fall season, who's playing , etc.
- Late June-  
Early July* Fall 2004 registrations are sent out. Very fast turnaround time.  
Encourage players to register as quickly as possible.
- July ?** **Fall 2004 player registrations due to registrar. Late registrants will be assessed a \$25.00 late fee.**
- Late July* Work on team roster, determine if viable for Fall 2004.  
Determine responsibilities that need to be delegated.
- August 9** **Team/Coaches Registration deadline at MYSA by 7:00 p.m.. No teams added after this date.**
- August 16** **Fall Player Registration deadline at MYSA by 7:00 p.m.**
- August 30** **Fall Passes available in MYSA State Office by appointment only (Registrar will pick up)**
- Late August-  
Early Sept.* Arrangements made for pick-up of fall passes, picture, medical release forms from registrar.
- September 1** **Mandatory Fall Coaches Meeting – location TBD**
- September 7** **Deadline to register for U9/U10 Jamboree by 5:00 p.m. at MYSA**
- September 10** **Last day for competitive players to drop, transfer or overroster by 5:00 p.m.**
- September 11** **League play may start.**
- September 18** **U9/U10 Fall Jamboree – National Sports Center, Blaine**
- September 27** **Fall Harvest Fest Tournament Registration deadline by 10:00 p.m. via telephony.**

October 2 Fall Symposium & Soccer Fair – location TBA

**October 11** All Fall league roster frozen at 5 p.m. No adds after this date.

**October 17** League play must end.

**October 18** All Fall league scores must be called in via telephony by 10:00 p.m.

**October 23** Fall Harvest Fest – location TBD  
And 24

**PLEASE NOTE: SUMMER 2004 and FALL 2004**  
**CALENDARS OVERLAP EACH OTHER**

## APPENDIX C

### Current Registration Birthyear Guidelines

#### The Soccer Year

The U.S. Youth Soccer year is August 1 through July 31. That means summer season is the last season of the year, and teams move up to the next age band for the fall season.

#### *Age Bands*

For the most part, Westside teams are composed of players who are the same age. A U-12 team, for instance, has players who will still be 12 years old on the last day of the current soccer year. There are two exceptions to the single-age rule: rostering up (rostering on a team that is registered as an older team than the player technically is) and playing up (be invited to guest play for an older team than the player technically is).

#### *MYSA Birth Year Guidelines Chart*

All soccer seasons begin on August 1 of the first year listed and continued until July 31 of second year listed.

	<u>2003-2004</u>	<u>2004-2005</u>
U6	8/1/97-7/31/98	8/1/98-7/31/99
U7	8/1/96-7/31/97	8/1/97-7/31/98
U8	8/1/95-7/31/96	8/1/96-7/31/97
U9	8/1/94-7/31/95	8/1/95-7/31/96
U10	8/1/93-7/31/94	8/1/94-7/31/95
U11	8/1/92-7/31/93	8/1/93-7/31/94
U12	8/1/91-7/31/92	8/1/92-7/31/93
U13	8/1/90-7/31/91	8/1/91-7/31/92
U14	8/1/89-7/30/90	8/1/90-7/31/91
U15	8/1/88-7/31/89	8/1/89-7/31/90
U16	8/1/87-7/31/88	8/1/88-7/31/89
U17	8/1/86-7/31/87	8/1/87-7/31/88
U18	8/1/85-7/31/86	8/1/86-7/31/87
U19	8/1/84-7/31/85	8/1/85-7/31/86

## **APPENDIX D**

## Fines for Forfeit Games

MYSA assesses three levels of fines against clubs who cause scheduled games to be forfeit. As a not-for-profit organization, Westside will pass these fines directly along to the offending team!

### *Simple Forfeit-\$100 fine*

This is when your team shows up but can't play due to:

1. Insufficient number of players(see chart on page 23)
2. No player cards
3. No registered adult (i.e., one with a player card)
4. Bad directions, road construction, and/or a traffic delay makes everyone late (the rule is that games must start within 15 minutes of their scheduled start time; exceptions may be made at the ref's discretion)

### *Willful Forfeit-\$200 fine*

This is in the case of a no-show where a team made no effort to play as scheduled, nor any effort to notify anyone they would not be able to play. This might be the result of wrong date or time information being communicated.

### *Refusal to Play-\$400 fine*

This is in the case of a no-show that is the result of a team deciding not to show up for their convenience, for instance they don't want to travel or their star player is unavailable. A Refusal to Play fine carries with it disqualification of the team from all post-season play.

The referee has sole authority to declare a game unplayable for any of the above reasons. The facts will then be investigated by the MYSA district directors, and a forfeit and attendant fine declared as deemed appropriate. An attempt must be made to reschedule forfeit games.

## **APPENDIX E**



**MYSA PLAYING NIGHTS: 2004 SUMMER SEASON**

<b>Age/Division</b>	<b>Girls</b>	<b>Boys</b>
U9	T-Th	M-W
U10	M-W	T-Th
U11 Maroon (D1)	M-W	T-Th
U11 Gold (D2)	T-Th	M-W
U12 Classic 1	M-W	T-Th
U12 Classic 2	T-Th	M-W
U12 Classic 3	M-W	T-Th
U13 Premier	M-W	T-Th
U13 Classic 1	T-Th	M-W
U13 Classic 2	M-W	T-Th
U13 Classic 3	T-Th	M-W
U14 Premier	T-Th	M-W
U14 Classic 1	M-W	T-Th
U14 Classic 2	T-Th	M-W
U14 Classic 3	M-W	T-Th
U15 Premier	M-W	T-Th
U15 Classic 1	T-Th	M-W
U15 Classic 2	M-W	T-Th
U15 Classic 3	T-Th	M-W
U16 Premier	T-Th	M-W
U16 Classic 1	M-W	T-Th
U16 Classic 2	T-Th	M-W
U16 Classic 3	M-W	T-Th
U17 Premier	M-W	T-Th
U17 Classic 1	T-Th	M-W
U17 Classic 2	M-W	T-Th
U17 Classic 3	T-Th	M-W
U18 Premier	T-Th	M-W
U18 Classic 1	M-W	T-Th
U18 Classic 2	T-Th	M-W
U18 Classic 3	M-W	T-Th
U19 Premier	Sun-W	T-Th
U19 Classic 1	T-Th	W-Sun
U19 Classic 2	M-W	M-W
U19 Classic 3	T-Th	T-Th



## **APPENDIX F**

### **Soccer Web Sites**

The World Wide Web offers a multitude of soccer sites worth investigating. Use your favorite search engine to find sites most appropriate to your needs and interests. The following may be of particular interest to Westside teams:

[www.westsidesoccer.mn.org](http://www.westsidesoccer.mn.org)

The official Westside F.C. Website, which includes: Registration information and forms you can download. Schedules, events, team standings, news, etc. (club-wide as well as individual team info to the extent it is provided)

- Tips and advice from our director of coaching
- Easy email access to club officers and other volunteers
- The Westside Shop Window, with descriptions, prices, and ordering info for Westside pins, caps, personalized windbreakers, sweatshirts, etc
- The contents of this Manager's Guide, which can be downloaded for your use

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

Minnesota Youth Soccer Association (MYSA), the governing body for youth soccer in Minnesota

- Statewide team standings
- Directions for getting to fields (but don't trust these blindly; road construction may cause changes)
- List of MYSA approved tournaments (with links to the club websites and contact information)
- Lots of links to other soccer-related sites

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

The United States Youth Soccer Association (USYSA), the governing body for youth soccer in the U.S.

[www.USAcup.com](http://www.USAcup.com)

Schedules, teams, and info for the USA Cup tournament

[www.us-soccer.com](http://www.us-soccer.com)

United States Soccer Federation (USSF), the governing body for soccer in the U.S.

- Coaching courses, national team updates, and general soccer news

[www.FIFA.com](http://www.FIFA.com)

Federation Internationale de Football Association (FIFA), the world governing body for soccer

- Laws of the Game available online for downloading

[www.soccernet.com](http://www.soccernet.com)

- Daily soccer news from around the world [www.soccertv.com](http://www.soccertv.com)
- Schedule of televised world soccer in the U.S
- 

[www.youthsoccer.miningco.com](http://www.youthsoccer.miningco.com)

- A directory of youth-soccer-related sites and information

[www.soccerlynx.com](http://www.soccerlynx.com)

- A regional site with some national relevance, for instance:
  - [www.soccerlynx.com/players/index.htm](http://www.soccerlynx.com/players/index.htm) (individual and team skills and strategy tips)

- [www.soccerlynx.com/stickman/index.htm](http://www.soccerlynx.com/stickman/index.htm) (three stick-figure animations, just for fun)

[www.gogirlmag.com/backiss/backiss03/stretchprog.htm](http://www.gogirlmag.com/backiss/backiss03/stretchprog.htm)

Comprehensive stretching program for warming up for any sport (the parent site, <http://www.gogirlmag.com>, addresses a variety of youth-sport issues for girls)

## WHO YOU GONNA CALL?

Westside Football Club

*What is the Question About?*

*Who You Should Call*

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*Administrative*

**President:** Craig Johnson  
916 West Minnehaha Parkway  
Minneapolis, MN 55419  
612-824-1768  
[e-mail >president@westsidesoccer.mn.org](mailto:president@westsidesoccer.mn.org)

*Individual Registration (non-financial)*

**Registrar:** Beth Rusk  
299 Vincent Avenue North  
Minneapolis, MN 55405  
612-374-0193  
[e-mail](mailto:registrar@westsidesoccer.mn.org) >registrar@westsidesoccer.mn.org

*Girls Team Formation*

**Girls Coordinator:** Phil Kashian  
4228 11th Avenue South  
Minneapolis, MN 55407  
612-824-1550  
[e-mail](mailto:philk@genlitho.com) >philk@genlitho.com

*Boys Team Formation*

**Boys Coordinator:** Steve Baker  
4547 Pleasant Avenue South  
Minneapolis, MN 55409  
612-825-7632  
[e-mail](mailto:s-bake@umn.edu) >s-bake@umn.edu

*Individual Registration (financial)*

**Treasurer:** Ricki McMillan  
3617 Pillsbury Avenue South  
Minneapolis, MN 55409  
612-824-0388  
[e-mail](mailto:treasurer@westsidesoccer.mn.org) >treasurer@westsidesoccer.mn.org

*Coaching Questions  
Arranging Coaching Sessions*

**Director of Coaching:** Carl Craig  
6809 Garfield Avenue South  
Richfield, MN 55423  
612-869-3905  
[e-mail](mailto:coaching@westsidesoccer.mn.org) > [coaching@westsidesoccer.mn.org](mailto:coaching@westsidesoccer.mn.org)

*Games Rescheduling  
Referee Concerns*

**Referee Assignor:** Anne Loring  
3244 40th Ave S  
Minneapolis, MN 55406  
612-721-3665  
[e-mail](mailto:froe0008@tc.umn.edu) > froe0008@tc.umn.edu

*Scholarship Approval*

**Scholarships:** Connie Baillie  
2851 E. Lake of the Isles Parkway  
Minneapolis, MN 55408  
612-872-7611  
[e-mail](mailto:jr.program@westsidesoccer.mn.org) > jr.program@westsidesoccer.mn.org

*Uniform Orders*

**Coordinator of Uniforms:** Bobbi Kruse  
4529 Lyndale Avenue South  
Minneapolis, MN 55409  
612-825-0952  
[e-mail](mailto:uniforms@westsidesoccer.mn.org) >uniforms@westsidesoccer.mn.org