



# New Berlin Soccer Club

## Team Manager Manual and Guide

Welcome to the club as Team Manager for a NBSC team. Your contribution is key to making this a successful and enjoyable year for everyone.

Below is your Team Manager Manual & Guide to help you navigate your responsibilities with ease. Please keep this handy throughout the season and don't hesitate to reach out if you have any questions.

If you have suggestions or updates for future versions of this manual, please contact: **Todd Gill at [newberlinsoccerclub@gmail.com](mailto:newberlinsoccerclub@gmail.com)**

### **Your Role as Team Manager**

While the coach focuses on the field—scheduling practices, coordinating games, selecting tournaments, and driving player development—the Team Manager handles the essential logistics that keep the season running smoothly.

### **Pre-Season Preparation**

To kick off a successful season, coaches can host a Parent Meeting or send a team email before the first practice. This is your opportunity to set clear expectations regarding:

- Sportsmanship: Establishing a positive culture for players and parents.
- Volunteering: Coordinating help for game-day roles and team needs.
- Scheduling: Reviewing the calendar to ensure everyone is aligned.
- Registration Assistance: Help put families in contact with the appropriate people in the club if they have registration difficulty. Players register online in Playmetrics. New players create an account, returning players update their existing account. Any questions go to the club registrar.

By managing these administrative details, you allow the coach to focus on the athletes while ensuring a well-organized experience for the families.

### **In-Season responsibilities:**

- Schedule Management: Load all practices and games into PlayMetrics.
- Club Communication: Promptly relay league emails, field closures, and official announcements to the team. Update PlayMetrics accordingly.
- Financials: Collect and track fees for any additional tournaments.
- Weekly Reminders: Send a check-in 24–48 hours before games with location, field number, and start time.
- Attendance Tracking: Monitor RSVPs in PlayMetrics to ensure a full roster for game day.
- Snack Coordination: Organize a voluntary post-game snack rotation for parents (often younger rec teams).
- Compliance: Verify that all season and tournament medical release forms are signed.
- Equipment & Uniforms: Confirm players have their full kits pre-season and remind them to bring both jerseys and shin guards to every game.

### **Game Day & Tournament Responsibilities**

- Documentation: Maintain organized records, including team rosters, player passes (U11+), match cards, and referee fee envelopes.
  - Each team pays half the referee fees before each game.
  - Only pay referees who show up. If they don't show, the coach and manager should decide who holds on to those team funds. These can be used for team equipment or for team building costs.
  - Club treasurer will hold meet up times to collect the ref due checks. The Coach or Manager can collect these and split them into required envelopes for each game.
- Match Reporting: Print official match cards/rosters for the referee and submit final scores as required by the league.
- Tournament Check-in: For tournaments, check the team in 30–60 minutes before the first game (refer to specific tournament rules).
- Field Prep: Arrive 30–45 minutes before kickoff to set up the team bench, corner flags (if required), and the field.
- Emergency Kit: Keep a basic sideline kit stocked with bandages, instant ice packs, and athletic tape. (Coaches are provided with this each season - but let the club know if restock is needed)
- Sideline Culture: Model positive sportsmanship and remind parents to refrain from coaching players or addressing referees

### **Refunds**

- Refund Requests go to the Club President. Typically these would only be considered if a player has a season-ending injury.

## **Player Passes**

### **When Passes Are Not Required:**

- Players U10 and younger
- State League and SECL teams
- Recreational teams

### **When Passes May Be Required:**

- Out-of-state tournaments
- Certain regional or national competitions

If required, reach out to the Registrar and they will submit the request to have player passes produced. Please request your player passes a minimum of one week prior to needing them. Always ensure you have all player cards before leaving games or tournaments. Replacement card costs are team responsibility.

## **Club Passed Players**

- Must be rostered with NBSC.
- Require a copy of their home team roster.
- Follow league or tournament rules on eligibility and quantity.
- Visit the WYSA website for details.

## **Risk Management & Coaching Passes**

- Coaches and assistants must complete WYSA Risk Management.
- Managers only need a pass if the coach requests them on the sideline.
- Coaching passes are now downloaded and printed by coaches.

More info: [WYSA Risk Management](#)

## **Tournaments**

### **Club-Covered Tournaments:**

- Register online, choose "Pay by check," and send confirmation to the Treasurer.
- Club will pay after confirming registrations.

### **Additional Tournaments:**

- Teams pay directly unless told otherwise. Ask about discounts.

## **New Berlin Soccer Club Contacts**

**President:**

Todd Gill - [newberlinsoccerclub@gmail.com](mailto:newberlinsoccerclub@gmail.com)

**Director of Coaching:**

Michael Kaldor

**Registrar:**

Michael Kaldor

**Field Assignor:**

Michael Kaldor

**Tournament Director:**

**Social Media Manager:**

Allison Blau - [nbsoccerclubsm@gmail.com](mailto:nbsoccerclubsm@gmail.com)

\*Share practice/game/team updates here

Thanks again for volunteering to be a Team Manager! Your role is key to the success of the team and club.

If you have any questions or need assistance, please reach out.

Let's have a great season!