



# Team Manager

Quick Guide 2022



# Welcome & THANK YOU!

- ▶ Thank you for volunteering and helping your team this season. Without you, we cannot be successful!
  
- ▶ Bellevue United Select/XL Staff:
  - Select Registrar – Kim Gillespie: [kgillespie@bellevue.soccer](mailto:kgillespie@bellevue.soccer)
  - Fields Coordinator – Lis Larkin: [larkin@bellevue.soccer](mailto:larkin@bellevue.soccer)
  - Executive Director – Paul Bayly: [paulb@bellevue.soccer](mailto:paulb@bellevue.soccer)
  - Director of Coaching – Aaron Byers: [aaronb@bellevue.soccer](mailto:aaronb@bellevue.soccer)



# Team Manager Tasks

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# Soccer Timeline for Select/XL Teams

- ▶ May: Tryouts
- ▶ June – August: Training 2x weekly and optional summer tournament
- ▶ Sept – Dec: Continuing to train 2x weekly with games on the weekends (2 week break; observe BSD calendar)
- ▶ January: Training 2x weekly for Founders Cup (end of Jan, first part of Feb.)
  - Founders Cup is for Select Teams ONLY and marks the end of a Select Season. Teams may opt to participate in the club's spring training or do a Spring League if they'd like to continue
- ▶ March – April: XL teams continue to train 2x weekly in preparation for the WYS Presidents Cup OR WPL WA Cup



# Washington Soccer Associations

There are 2 separate soccer governing associations in Washington. Most of our Select/XL teams will be playing under WYS and some of our XL teams will play under US Club.

- US Youth Soccer (USYS)



- Washington Youth Soccer (WYS) – Affinity Platform



- Eastside Youth Soccer Association



- Bellevue United FC

- US Club



- Washington Premier League (WPL)



- Bellevue United FC



# RMA Clearance

- ▶ These Instructions are from our website: <https://www.bellevueunitedfc.org/annual-volunteer-training>
- ▶ **RISK MANAGEMENT ASSOCIATION (RMA) CLEARANCE STEPS:**
- ▶ Every Team Manager, Volunteer and Board Member must complete the following Risk Management Clearance certifications by **June 30** to be cleared to participate and receive a Washington Youth Soccer Association (WYSA) Player ID Card to be cleared for game rosters for the current soccer season.
- ▶ **MANAGERS/VOLUNTEERS:**
- ▶ **REGISTER WITH BUFC IN SPORTS CONNECT**
  - Log into [Sports Connect](#) OR click on printable instructions [HERE](#)
    - Always use the same username and password as this is linked to your billing account, players birth certificate, player card and risk management status (background check). NEVER create 2 accounts!
  - Go to your ACCOUNT
  - Click on the VOLUNTEERS tab on left and then click FIND VOLUNTEER ROLES
  - Click on your POSITION and go through the registration process
    - Board Members, please choose the Select 2022-23 Season, Board Members & Staff division
    - Under the CERTIFICATION screen, click on the certificate that you need to renew and click RENEW & UPDATE
  - That will pop up a screen, click on the BEGIN TRAINING link. Do this with each certificate needed (SAFE SPORT, CONCUSSION, SUDDEN CARDIAC ARREST) \*\*Make sure to use the same email if creating an account for the first time with the Learning Center\*\*
  - After completion of your certificates, click on the RENEW & UPDATE button again and it'll auto populate your certificates from the Learning Center (please allow 30 minutes or longer for the systems to synch)
  - Once the certificates have been uploaded and you see a checkmark next to each certificate, click on the RISK STATUS CERTIFICATION and finish the back ground check process
- ▶ **AFFINITY/SPORTS CONNECT WEB CUSTOMER SERVICE:**
  - [Call 1.888.213.3999 with any issues uploading certifications, background checks etc.](#)



# Team Rosters

## ▶ Rosters

- All players register in Sports Connect.
- Sports Connect synchs team credentials to Affinity (Coaches, Assistant Coaches, Team Manager & Team roster information)
- Verify your roster in Affinity
  - <https://wys.affinitysoccer.com/foundation/login.aspx>
  - Use the same email used for Sports Connect
- Birth certificates verified
- Profile pictures updated (use school picture)
- *\*\* For teams in WPL, birth certificates, photos and medical release forms will need to be resubmitted to the GotSport site as WPL is a different governing body and requires different player cards \*\**



# Team Snap

- ▶ Set up Team Snap for you team.
  - Roster
    - Your coach should provide your roster, player names, parent contact information, email addresses etc.
  - Update Contact Info:
    - Once set up, have your parent's go into their profile and update the information as needed
  - Jersey #'s:
    - Include jersey #'s in player profile
  - Team Parent's:
    - Coordinate a parent volunteer for your Team Canopy, Team Bench, social outings etc.
  - Practices / Games:
    - Enter all practice & game times, dates throughout the year
  - Team Snap Reimbursement:
    - Team Snap will send reimbursement information for those that paid out of pocket





# Summer Tournaments

- ▶ Register for Summer Tournament
  - Team Staff (Usually the Team Manager or Treasurer are responsible for registering the team for the tournament)
- ▶ Summer Tournament Fee
  - All tournament fee's come out of the team's fund
- ▶ Provide 2 weeks notice to Select Registrar
  - Provide dates of the tournament, player's first/last names & jersey #'s
  - The Select Registrar will generate an official tournament roster, medical release forms & player cards as needed



# Team Funds

## ▶ Collection of Funds

- Team funds are collected by the Team Treasurer (or Team Manager if you don't have a Treasurer)
- The team fund pays for ALL tournaments during the season (Summer Tournaments, Founders Cup, President's Cup etc.)
- Team funds also pay for the following as decided by the team: team bench, social outings, extra jersey's, soccer equipment etc.
- The team fund should be collected at the beginning of the season. Each team can determine the fund amount. It is common for teams to collect \$100 – \$250 per player. This is based on the goals of the team (travel tournaments etc.)
- Teams usually use Paypal, Venmo or some form of online tool, whatever is easiest for the Treasurer.
- The Treasurer keeps track of the funds throughout the year



# Uniforms

*\*\*All teams need to order uniform kits for the 2022–23 season. Uniform contracts are every 2 years.\*\**

- **Soccer.com – Select Practice Jersey Kit**
  - Practice jersey kits need to be ordered from Soccer.com (grey shirt, blue short, blue socks)
  - Follow email instructions provided by the Select Registrar
  - Duplicate jersey #'s NOT ALLOWED for multiple tiered teams \*see email\*
  - Practice jersey kit can be used for summer tournaments
- **Soccer.com – Select Game Day Kit**
  - Game day kits should be available for purchase in August (instructions to follow)
- **Protime Sports – XL Uniform Kits**
  - Store to open week of June 20<sup>th</sup>. Details to follow.
- **Summer Tournaments – Makeshift Jersey**
  - Plain shirt & tape # (whoever doesn't have a jersey can wear a similar solid color shirt and the Team Manager will tape a # on the back)




# Fall League (NPSL)

*\*\*Most Select teams will participate in the North Puget Sound League (NPSL) under WYS from Sept - Dec.\*\* For WPL teams, we'll provide you separate instructions\*\**

- ▶ **Game Day Roster**
  - *The NPSL will email instructions for Team Managers prior to the start of the League*
  - *Fill out the Game Day roster for every game, print 3 copies, provide one to the referee and the other team if they want it, keep the extra.*
  - *Very important to have your jersey #'s entered per player and don't have duplicate #'s on the field from your team. Player cards jersey #'s need to match their mobile player card jersey #.*
- ▶ **Mobile Player Cards**
  - *Referee's will use your mobile player cards to check kids into the game (reconciling against the game day roster). Have your mobile player cards ready on your phone for every game. Some coaches will check in their team with the referee and some like the Managers to do it*
- ▶ **Post Game - Enter Team Score**
  - *You'll log-in to the NPSL site and enter your team score IF you were the HOME TEAM*
  - *You'll get your log-in credentials from the Select Registrar at the beginning of the season.*



# Game Day Rosters (NPSL)


**Washington Youth Soccer**  
**North Puget Sound League Game Roster Sheet**  
 Please bring 3 copies of this form

**Instructions:**  
 For each NPSL match, please complete this form, print off three copies to bring to the match. The opponent, referee and you will retain a copy of the completed form after the match.

GAME ID: [ ] → HOME/VISITOR (circle) [ ] → Head Coach → → → Asst. Coach [ ]  
 DATE: → → → → FIELD: → → → CITY: → → →  
 GENDER: → → → AGE: U- [ ] → → DIVISION: [ ]  
 TEAM NAME: [ ] → SCORE: → → HALF → → FINAL: [ ]  
 TEAM ID: → → → →  
 OPPONENT: [ ] → SCORE: → → HALF → → FINAL → → →  
 Notified of Intent to Protest: → Y → N → → Player Cards Checked: → Y → N → → Referee [ ]

Jersey #	Player Name	Date of Birth	Comments/Misconduct
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX
XX	XX	XX	XX

- Game Roster can be found on the NPSL website
- Fill out and bring to each game
- Team ID = Team ID in Affinity
- Post Game Score = enter on the NPSL website for your team



# Player Cards (Mobile) Instructions

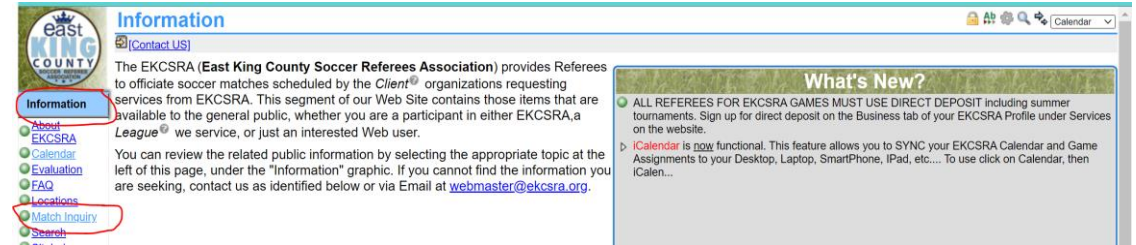
- ▶ Mobile Player Card Instructions
  - 1) Go to this site: [wys.affinitysoccer.com/m/pass](https://wys.affinitysoccer.com/m/pass)
  - 2) Login with your **Affinity Username (Email)/Password** (same as the Learning Center and Sports Connect), then click your team
  - 3) You can click on a **player**, it opens their **player card/profile**, and you can edit their **jersey numbers**
  - 4) **Screenshot each player** and **SAVE** in your **photo album** for easy accessibility
  - 5) Share the photo album with your coach



# Referee Site

- ▶ Website: East King County Referee Soccer Association <https://ekcsra.org/>
- ▶ Referee's often sign up closer to the weekend. Get into the habit of checking on Friday.
- ▶ If no referee is signed up or shows up, inform your coach. They will often work something out with the opposing team (one coach refs each half or if there's a team parent who is an experienced ref, that works too).

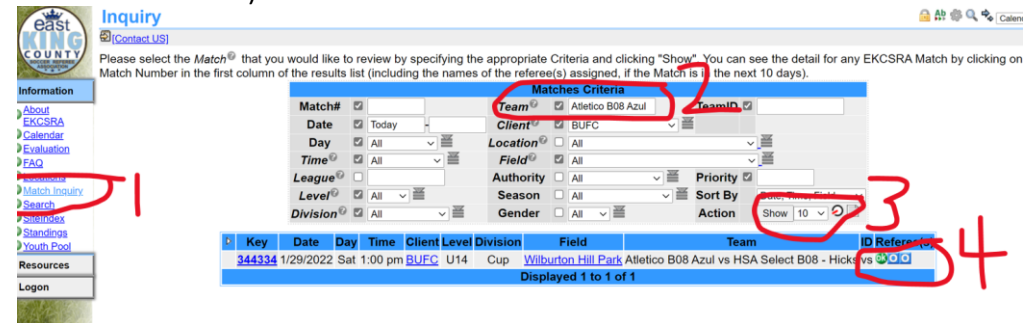
1) Click on information in the upper left



2) Click on Match Inquiry and you will see the following screen below

3) Type in team name or field location or client....depends what you want to see. The click show next to action.

4) A green OK means a ref has signed up. A blue means its still open (in this scenario there is a center but no AR's)





THANK YOU!