



# Wisconsin Rapids Kickers Team Managers Handbook

2025

## Team Manager Overview

Thank you for your interest in being a team manager for the Wisconsin Rapids Kickers. Your role as a Team manager is crucial in creating a successful season for parents, coaches, and most importantly our athletes. The main role of a team manager is to facilitate communication between the coach and the parents as well as between the club and the parents. This handbook will serve as a guide to your responsibilities as a manager. In some cases, coaches will take on some of these duties as well, which is why it is important to meet with your coach and determine each of your responsibilities before the season starts.

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## Becoming SafeSport Certified

One of the first things you will need to do is complete SafeSport certification and a background check. The club registrar will help you through this process, especially if this is your first time being a team manager. This certification is required by the Wisconsin Youth Soccer Association (WYSA) and we can not list you as a team manager without completing this step. All fees associated with the background check and becoming SafeSport certified are covered by the club and will be reimbursed upon completion.

## Team Communication

- Become a Team Staff Member on Playmetrics.
- Download the Playmetrics App if you don't already have it and ask your team parents to do the same.
- Work with your coach to determine who will send notification reminders for practices and games. Communicating with the Coach on who will send these is very important. Some coaches like to handle this themselves while others will prefer the team manager to do it.
- Use Playmetrics to communicate practice/game cancellations. Usually the coach will notify you and you can notify all of the parents. But again, sometimes coaches will like to handle this. Use Playmetrics for other team notifications such as reminders to submit

waivers, order uniforms, pay for team funded tournaments, books hotels rooms or for any other team notifications that may need to go out.

## Team Administration

- Registration tasks. Work with parents and registrar to make sure all forms and photos are uploaded and submitted on time. Currently the club is using Playmetrics for registration. You will not need to upload photos, but you will need to make sure parents are uploading these photos by sending communication to individuals who have not completed this process. The club registrar will also work with you in this process.
- Set up a parent meeting. Work with your coach to set up a parent meeting before or at the first practice.
  - Coaches will almost always set the agenda as they will talk about expectations, philosophy, etc.
  - As a team manager you should make sure the coach includes the following items for the parent meeting:
    - Expectations and reminders of volunteer hour requirements
    - Expectations for completing waivers for each player and waivers for tournaments
- New Player Birth Certificate Verification. You will be responsible for verifying original birth certificates (no copies) for any players new to the Wisconsin Rapids Kickers organization. “New” means any player that has never been registered with the club or has not previously had their birth certificate verified as part of any other team.
- Side Line Project Coordination. You will work with the clubs Board of Directors in verifying that any new families that join the club complete the sideline project. This includes all age groups. This one needs to be done one time and covers all players within that family.
- Keep all team documentation together. You and the coach will be responsible for keeping rosters, medical release forms (waivers), etc. You will want to have extra copies of each of these documents. In fact it is a good idea to give a paper copy of the waivers to each coach as well as keeping one for yourself. If possible, it is a good idea to keep a digital copy of each player's waiver and the team roster in the event you need to print out an additional waiver or roster if one gets lost or it is needed if a member of your team plays as a guest on another team.
- Referee Money. At the start of league play each spring you will be required to pick up referee money. You will pick up all the referee money for the entire season at one time. Each envelope should be marked as who it is for, the game and the location. Each team pays  $\frac{1}{2}$  of the referee fees for each league game. You should have three envelopes for each game. You can double check to make sure the amount in the envelope is correct before each game. Referee's should be handed the envelopes before the game starts. If you will not be present at the game you will need to have the coach or another designee pay the referee's prior to the game. In the event a game gets rained out or called before the game can be called “official”, and the game needs to be rescheduled,

you will be responsible for obtaining money to pay the referees at the rescheduled game. This can be done by contacting the club treasurer or registar. At the conclusion of the league season, any unused monies must be returned to the club Treasurer, President or Registrar.

- Rescheduling games. Sometimes when the league schedule comes out or inclement weather arrives, games need to be rescheduled. Work with your coach and the other teams manager or coach to get the game rescheduled. Depending on your coach, sometimes this is a task that they like to handle. Others prefer to be hand's off and let the team manager handle it. Either way, communication on availability by you and the coaches is key to rescheduling games.
- Team Tournament Registration duties. In most cases the club will handle registering your team for any tournaments that the entire club is participating in. However, in rare cases, the team manager or coach will register and pay for any "team funded" tournaments.
  - Team Funded Tournaments
    - In some cases teams like to add an additional tournament to their schedule that is "team funded". Sometimes these are full weekend tournaments and in some cases they may be 3v3 tournaments or fun tournaments. Either way, the team is responsible for registering any participants.
    - In addition to registering players and the team, in most cases payment will be required at the time of registration. Most team managers pay for this and then seek reimbursement from the players/families for these tournaments. If you know well in advance that you will be registering in an additional tournament it is advisable to receive payment from the players/families prior to registering.
- Reserving Hotel Blocks. For away tournaments, it is nice to arrange hotel room blocks for your team. Sometimes team managers get together and reserve blocks of rooms at the same hotel to keep teams together. There are many ways to handle reserving rooms, but usually it is best to call the hotel directly and ask to speak with someone who handles group reservations. These individuals will help you reserve room blocks and setup options for families to book these rooms. Sometimes you may have to call several hotels in the area to find one that will accommodate your needs and at a price your team is willing to pay.
- Check-in team at tournaments. Check the tournament website to make sure you have all necessary documentation that may be needed for team check in. A number of tournaments have moved to all online check in and no in person check in is required. However, this varies from tournament to tournament. If it is a team funded tournament you will often need to pay for the tournament at check in.
- Collect Money. If your team has decided to attend any team funded tournaments you will be responsible to collect money for these tournaments or other events you choose to participate in. As the team manager you will need to work with your coach to determine how you will pay for team funded tournaments. Oftentimes tournaments will accept checks at check-in, but sometimes advance payment is required via credit card prior to the tournament.

- Team Pictures. At certain tournaments, there may be a photographer hired to take a team photo. Oftentimes these photographers will seek out a coach, parent or team manager to handle the purchasing of these photos. Remember there is no obligation to purchase, but it is nice to give parents and families the option to purchase this photo. Team managers are often tasked with taking orders at the tournament and collecting money and then distributing the photos once they arrive in the mail several days later. Additionally, the team manager can also organize a local photographer to do team and individual photos. Again, this is completely optional and not required.
- End of the season. Depending on the team and make-up of the families, sometimes teams have an end of the year party or get together. While you do not have to organize this, sometimes parents will ask you to get communication out about the party. Additionally, sometimes players and parents like to get coaches' gifts, etc. This is something that is completely optional, but is usually organized by the team manager and you do not need to involve the club in any way.
- Player Injury During Game. In many cases as the Team Manager you may be asked to step in and help with player injuries during the game. This could be a variety of things including but not limited to:
  - Taking notes and documenting the time, location and details of the injury
  - Providing first aid supplies to the injured player including ice
  - Contacting the injured players parents or emergency contacts depending on the severity of the injury
  - Any other duties that may be asked of you by the coach.

## Volunteer Hours and Tracking

- Team managers are tasked with keeping track of “Team” volunteer hours. You will use a spreadsheet to keep track of these hours. At the end of season, you will be required to turn these logged hours into the Volunteer Coordinator to make sure all the families are fulfilling their team responsibilities.
- The club will keep track of “tournament” hours for each player/family. However you may be asked to reach out to your team or individuals if they have not fulfilled their family obligations.
- Volunteer requirements can be found on the WR Kickers website at <https://www.rapidskickers.com> under the Volunteer Tab. The requirements can change from year to year, so it is best to refer to the website for the most up-to-date volunteer requirements.

## Working with the Club Board of Directors

- Team managers play an important role in how a team functions. It is important for you to reach out to the Club Board of Directors if you have any questions about your expectations or requirements as a team manager.
- A list of the current Board of Directors can be found on the WR Kickers website at <https://www.rapidskickers.com> under the About Us tab.