



## Information Sheet for AVYSL Comp and Select Team Managers

**Role of Team Manager – collaborating with Head Coach as required on administrative tasks including:**

- Coordinating spring and fall registration for team
- Coordinating orders for and distribution of team uniforms and other apparel
- Collecting team paperwork and assembling binder for team
- Communicating critical information to team parents such as practice times, game reminders with logistics (uniform color, start time, have water)
- Publishing game schedules to team parents and confirming with opposing teams
- Ensuring Refs are assigned to home games
- Paying Refs and providing them with blank Game Reports, Send-Off reports, and envelopes
- Coordinating game reschedules as necessary
- Posting game scores
- Processing player Add/Drops as necessary

### **Key AVYSL Contacts:**

- Norbert Schmied – Select Director – [n\\_schmied@yahoo.com](mailto:n_schmied@yahoo.com)
- Andrew Lore – Comp Director – [hoganstainedglass@hotmail.com](mailto:hoganstainedglass@hotmail.com)
- Tom Tilmant – Rec Referee Director and The Arbiter coordinator – [tom@tilmant.com](mailto:tom@tilmant.com)
- Mark Schrick – Comp/Select Referee Director – [schrick@pacbell.net](mailto:schrick@pacbell.net)
- Debbie Bishko – AVYSL Registrar – [avyssl\\_registrar@almadensoccer.org](mailto:avyssl_registrar@almadensoccer.org)
- Kelly Johnson – AVYSL Administration – [tjohnkjohn@aol.com](mailto:tjohnkjohn@aol.com)
- Neil Diaz – Director of Coaching – [coach@almadensoccer.org](mailto:coach@almadensoccer.org)

### **Key websites:**

- AVYSL: [www.almadensoccer.org](http://www.almadensoccer.org)
- District 2 Spring: [www.d2springsoccer.org](http://www.d2springsoccer.org) (Spring for All teams)
- Abronzino: <http://cysa.eapps.com/cysa/abz98.nsf/Main> (Fall for Select teams)
- Delgado: [www.delgadosoccer.org](http://www.delgadosoccer.org) (Fall for Comp teams)
- The Arbiter: [www.thearbiter.net](http://www.thearbiter.net) (Home game schedules and referee assignments)

### **FAQ regarding various Team Manager Responsibilities:**

*Is my team a “Tiered Team”?*

As of spring '08, all comp and select teams U10 and under are considered to be in the new AVYSL Tiered Program. These teams will continue to be in the Tiered System as they advance in age levels, and all new teams entering at the youngest level will be incorporated into the Tiered System.

*How do the spring and fall age groups work?*

For District II, a “new” season begins in the fall, and your team will play in that same age group until the

next fall season at which time they'll advance one year. So if you played U10 in the fall last year, your team is still U10 this spring according to D2.

*What are the naming conventions for AVYSL Tiered Teams?*

AVYSL has recently switched to a common naming convention for all teams. All team names will have 3 components: "Quicksilver" for girls' teams, and "Mercury" for boys' teams; "Green", "Black", and "White" for the different playing levels; and the birth year, using the year of birth of the oldest players on the team. (Since the age group goes from Aug 1 to Jul 31, some players will be born in one year, and others will be born the next year).

For example, for boys born between Aug 1, 97 and July 31, 98, there are 3 teams – one is playing at the select level, and two are playing at the comp level. Those teams are called "Mercury Green 97", "Mercury Black 97", and "Mercury White 97", where the Green team is the Select team, and Black and White are the 1<sup>st</sup> and 2<sup>nd</sup> comp teams.

*How do I register my team?*

Registration for Spring and Fall are different. Each process requires registering with District II (D2), registering with AVYSL, collecting paperwork (Birth Certificates, 1601 forms, PCA forms, player pictures) and fees from team members, obtaining a certified roster and player passes. Specific instructions for each of Spring and Fall registration will be published at the appropriate time. As part of this process, you will identify yourself as the Team Manager at the District 2 Spring, Abronzino, and Delgado websites.

*How do I order uniforms for my team?*

For teams in the new Tiered program (U11 and below), AVYSL has contracted with Soccer International to obtain Xara apparel for the teams. Orders for the team will be coordinated through Neil Diaz.

*What if I have a problem with my uniform order, or I need to order additional uniforms?*

Contact Neil Diaz.

*How do I order warm-ups and bags for my team?*

Contact Neil Diaz.

*What paperwork do I need for my team?*

For each player on the team, you must have

- A signed 1601 (CYSA) form. This must be signed by the parent, in 2 places, in blue or red ink (no black).
- An initialed and signed PCA form
- A laminated player pass (passes created specifically for D2 Spring, at the D2 Spring website, must be signed by a parent)

And it is suggested to keep a digital photo of the player on file (used for generating player passes) Please note that it is no longer required to keep a copy of the players' birth certificates in the binders. Birth certificates are no longer reviewed at tournaments, and in fact, will only be used once, at fall registration, for new players.

For each coach on the team, you should have

- A copy of the coach's current coaching license
- A laminated coach's pass (prior to being laminated, the pass should be highlighted in yellow around the edges)
- A digital photo

For the team, you must have a league-certified roster. This roster is the transmittal sheet that is sent to D2 and is signed by Kelly Johnson or Debbie Bishko.

It is strongly suggested that you create a **binder** will all of this paperwork and ensure it is at every game. While only the player and coaches passes are actually examined at each league game, the paperwork will be necessary in case of any questions about player eligibility. This paperwork is also required at most tournaments.

*Is there a special format required for the organizing the paperwork?*

**Organizing binders for tournaments.** Tournament directors prefer to see:

1. The player **1601 forms** in *alphabetical* order in plastic sleeves. Since the PCA forms are generally not examined, those forms may be placed behind the player's 1601 form in the sleeve, or in another section of the binder.
2. **Player and coaches passes** It is also strongly encouraged that you place the player and coaches passes on a ring of some type. It is further encouraged that you put the passes in the order that your Game Card roster appears (probably either alphabetical or by jersey #). At the beginning of each game (league or tournament), you will turn the passes over to the referee, who will hold the passes for the duration of the game. Having the passes on a ring in roster-order facilitates the ref's process of checking each player against the roster, and minimizes potential loss of any loose cards.

*How do I find out my team practice schedule?*

The league will schedule all team practices and will publish a list on the AVYSL website.

*How do I find out my team game schedule?*

For spring, District II will publish the team brackets and will schedule the days of your games. District II will send an email once the schedules have been finalized. You can also browse the D2 Spring website at any time to see the schedules for the various brackets. Once the schedule has been set, AVYSL will schedule all home games for all teams. This schedule will be posted on the Arbiter.

For fall, the game schedules will be managed by the Delgado (comp) and Abronzino (select) leagues. These leagues will set the dates of the games, and once set, AVYSL will set the times in the Arbiter. You will log into your respective website (Delgado or Abronzino) to see your game schedule. (More info to follow for fall.)

*What is the Arbiter?*

This is a service that AVYSL uses to schedule referees for home games. Referees login and self-assign themselves to games that they are available to run. AVYSL controls, by age and experience, which games a referee can sign-up for. Coaches, team managers, and others appointed by the team can use Arbiter to see their team's information such as game time, field location, and assigned referees. To ensure there are not a lot of changes to assignments, Arbiter only allows referees to sign up for games one week in advance. Team Managers can use Arbiter to see if fields are available if a game needs to be changed.

*How do I get a login id for the Arbiter?*

This will be pre-assigned for all designated Team Managers. You can check by logging into the Arbiter with your email address (as submitted by you to the league), and using your last name as a password. You will be prompted to change this password the first time you log in. If you cannot get into the Arbiter, please contact Tom Tilmant.

*How do I see my games in the Arbiter?*

Your Arbiter profile will align you with your specific team. When you log into the Arbiter, click on Manager in the upper left area. This should bring up a list of the teams you are associated with. For the team you are interested in, click on the # of games (a clickable field). This will show you all your home games with game times and field assignments, along with referee information. Please be sure that your team's playing age is reflected accurately in Arbiter as this determines how much the referees get paid. If there is an issue, please contact Tom Tilmant.

*What if my home game dates do not match what D2 shows as my home games?*

Please note the discrepancies and contact Andrew Lore for comp teams, and Wendy Stanton for select teams.

*How do I notify visiting teams about my home game times and locations?*

For spring, once you know your home game schedule, you should log into the D2 Spring website to update the time and locations for your home games. Once you have logged into D2, click on the Manager link on the left, then click on Matches. This brings up a list of all your games. You can modify the details of the time, field location and date, by clicking on the match number.

For fall, you will log onto the Delgado or Abronzino websites to update game information. (More info to follow for fall.)

Per District II guidelines, game time and location should be confirmed with visiting teams at least one week in advance, and any changes should be confirmed by Wednesday preceding the game. It is also recommended that you send an email to the visiting team manager to confirm the time and location of the game. Visiting team contacts can be found at the D2, Abronzino, or Delgado websites by clicking on the link for that team.

*How do I check to see if Referees have been assigned to my home games?*

In the Arbiter, bring up your list of home games (see question above). The right hand column is called "Slots". This shows you how many Referee slots are filled. (e.g. "1/3", means all 1 of 3 referee slots have been filled.

*What do I do if a Referee has not been assigned to my home game?*

Tom Tilmant works closely with the referees to make sure they are signing up for all home games. The most important referee position is the Center Referee. If you only have a Center Referee signed up, parents can fill in as sideline referees for that game. If, by 2 days before your game, you don't have referee coverage, send an email to Tom. Generally, during spring, referee coverage is not an issue.

*Who pays the referees for home games?*

The Team Manager is responsible for paying referees in cash on the day of the game. It is up to the Team Manager to have the appropriate cash denominations to pay the referees after the game. The amounts paid to refs depend on playing time. The Center Ref gets paid \$1 for each minute played in the 1<sup>st</sup> half of your game. The sideline refs get paid \$5 less than this amount. So, for example, if your games are 2 – 25 minute halves, you will pay the Center Ref \$25, and each sideline ref, \$20. Please be sure to have the appropriate denominations on hand.

If your team is a Tiered team in Spring '08, the ref fees were paid as part of the registration fee. Therefore, each team manager will be issued a check by the league for referee fees for the entire season (4-5 home games). Managers on non-tiered teams should have collected Ref fees directly from team parents as part of the team financial arrangements.

In some cases, there may only be an assigned Center Referee, and the Center Referee may ask parents or older siblings to be sideline referees. Only licensed referees, who have been assigned to this game, should be paid. Tiered team managers should return any extra referee money to the league at the end of the season through Kelly Johnson.

(More info to follow for fall process.)

*What is my obligation to accommodate game time changes as requested by visiting teams?*

Scheduling games during the spring is complicated by the large number of players throughout District 2 who also play baseball, softball, lacrosse and other sports. It is in every team's best interest to play as many games as possible, and therefore it is recommended that you make reasonable accommodations if a visiting team cannot play during the originally scheduled time due to play unavailability. This is especially true if a visiting team will have to play shorthanded or will have to forfeit. It is not mandatory, though, to accommodate these requests.

Also during spring, you should expect to play at least 1-2 games on Sundays, again accommodating players who have other sports obligations on Saturdays.

There are fewer conflicts during fall, so scheduling is a bit easier. It is still recommended that you make reasonable accommodations to visiting teams' game scheduling requests.

*Can I reschedule a game to whatever day the visiting team and we agree on?*

Per District II guidelines, all games should be rescheduled to be within 2 weeks of the original time. Also, all home games re-scheduled must be approved by AVYSL.

*How do I reschedule a home game?*

First, you should check the Arbiter for available field times. To do this, log into the Arbiter and click on the Master Schedules link in the upper left. This brings up a list of ALL AVYSL home games for the season. You should scroll to your desired date, and check for open time slots. Note that for Spring, the Steinbeck field is NOT available on Sundays. Also note that Pioneer 2 is only used for 8 v 8 games. All other fields (Pioneer 1, Bret Harte 1, Steinbeck 1 and 2) are used for 11 v 11 games.

Once you have found an available time slot, send a note to either Wendy Stanton (for Select teams) or Andrew Lore (for Comp teams) with the original game info (including the game # as shown in Arbiter) and your requested new time slot. Wendy or Andrew will confirm back to you and will reschedule the game in the Arbiter.

*What do I do if I need to reschedule at the last minute?*

If you need to reschedule a game that is scheduled to be played within the next 48 hours, you should first go into Arbiter and cancel the game. To do this, go into Schedules, and for the team you are interested in, click on the # of games. This brings up a list of your home games. For the game you wish to reschedule, click on the red circle with a slash through it to cancel the game. Please note the original game number. By canceling the game in Arbiter, the assigned refs will automatically be sent an email. If this cancellation is taking place within a few hours of the original time, you should also contact the refs by phone for those who have provided a phone number. In the Arbiter, when your home games are being displayed, you can click on the "Slots" column showing the number of refs assigned (e.g. "3/3"). This will bring up the names of the refs who have been assigned to that game. By clicking on the Ref's name, you will be able to see their contact information.

To reschedule the game, follow the procedures as noted above.

#### *What happens if it is raining on my game day?*

It is up to the League Field Director to determine whether fields are playable. If a field is deemed not to be playable, those games will be cancelled in the Arbiter. You should receive an automatic email if this happens. You should immediately contact the visiting team manager to notify them of the cancellation, and to discuss rescheduling options. You should also regularly check the AVYSL website, as field cancellations will be posted there. On game day, cancellations should be posted by 7am. If your game is later in the day, you should continue to check the website for updates as conditions may change throughout the day.

Referees are automatically sent an email through Arbiter if a game they are assigned to is cancelled. You should follow up this email with a phone call if your game is early in the day. See instructions above, under last minute rescheduling, for contacting refs via phone.

Hint: In certain cases, you may decide to play the game at the visiting team's field that day. This is especially true if the rain cancellation is due to a wet field, not to actual game-day rain. Just because Almaden fields are rained out, doesn't mean other leagues fields were rained out. This is often the case for some of the closer leagues (e.g. Central Valley, Santa Clara). This would be at the discretion of the visiting team and their ability to obtain refs.

#### *What is a Game Card?*

A Game Card, or Match Card, is the card used by the referee during the game to keep track of the score. It is the home team responsibility to provide the card to the referee before the start of the game. Both teams must print their player names, jersey #s, and CYSA #s on the card. Many teams find it easier to pre-print this information on a label, then stick the label on the card. These labels may be used at ALL games (home and away).

For spring, you can generate these labels, in Avery 5164/8164 format, from the D2 Spring website.

- Make sure that you have already entered each player's jersey number into their info field (under Registration – Rosters: click on the number of that player – left hand column. Enter the jersey # - just the number itself, not the “#” character - and click Update.)
- Go to the Manager page. This will show the list of teams which you manage. On the far right side of the team name are several icons for different actions. One of these actions is to print match cards for Avery labels (the icon looks like a page in landscape rotation).
- When you click on this icon, it will create a PDF, ready to print on Avery 5164/8164. In the Windows Print window, in the Page Handling area, be sure you have Page Scaling set to “None”.

You may also use MS Word (or other word processing application) to generate a file in Avery 5168/8164 format.

*Where can I get Game Cards?*

Game Cards will be handed out by the league. If you need extra cards, you can contact Susan Duffy, the league Registrar.

*How do I report a game score?*

The Center Referee is responsible for keeping the official game score. If you have any doubt about the final score, please check with the Center Ref.

For spring, log into the D2 Spring website and under Manager, click on Report Scores. Click on the match number to edit the score for the completed game.

For fall, log into your respective Delgado or Abronzino websites to update the scores. (More info to follow for fall.)

*What is a Red Card?*

A Red Card is a disciplinary action that may be taken by a Referee during the game which results in a player (or coach) being removed from the game. The Referee will also keep that player (or coach's) pass after the game. It is the responsibility of the Referee to obtain and complete a "Send Off" report describing the incident. Referees are further required to send the report, and the offending player or coach's pass, to the district, no later than the Thursday following the match. (A blank copy of the report can be found at the AVYSL website, under the Referees link, under "how to deal with a red card or send off".)

*Do I need to do anything else if a Red Card is issued?*

It is your responsibility to provide the Referee with 2, stamped, addressed envelopes. One envelope (business size is easiest) is for the Referee to send the Red Card report and the player (or coach's) pass to the league official. For spring, these should be addressed to

Philippe D'Or  
22687 Voss Ave  
Cupertino, CA 95014

In fall, Abronzino forms should also be sent to Philippe D'Or. Delgado forms should be sent to

Nick Moezidis  
748 Shearton Dr  
San Jose, CA 95117

The second envelope should be addressed to you. The league will send the player (or coach) pass back to you.

It is in your team's best interest to have these envelopes available to provide to the Referee at the game. Players (and coaches) cannot participate in a game unless they have their card at the game. Therefore, any delay in having a player (or coach) pass returned after a red card incident, may result in extra games in which the player cannot participate.

*Do I need to report the Red Card incident?*

When you post the game score at the D2 Spring, Abronzino, or Delgado website, you will be given an option to report a Red Card incident. You will not need to provide details, only the number of Red Cards issued per team.

*Am I responsible for the game snack schedule?*

AVYSL no longer sanctions or encourages snacks after games. If your team elects to provide snacks to the players, and to have a snack coordinator, the snack coordinator should also be responsible for ensuring that all trash is picked up prior to leaving the field.

*How do I add/drop a player during the season?*

For spring, the deadline for Adding or Dropping players is April 25<sup>th</sup>. The process is clearly described on the D2 Spring websites. In essence, you will log into the D2 Spring website, go into the Manager section, and update the roster by either adding or deleting a player. If adding, you will also need to collect all the necessary paperwork, and create a player pass. The final step is to print the new roster for submittal on the D2 website and submit it to D2 spring. You must also print a new copy of the submitted roster and have it signed by Kelly Johnson or the AVYSL Registrar. A player is not eligible until the new roster is signed.

(More info to follow for fall.)