



# **TEAM MANAGER MANUAL**

January 2014

# TEAM MANAGER RESPONSIBILITIES

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# 1. TEAM MANAGER REQUIREMENTS

## Team Manager Qualifications

Thank you for taking on the role of team manager for your child's team; the parents, players and all of us at Rebels Soccer Club appreciate your willingness to volunteer!

Every Rebels team is required to have a team manager in order to participate in league play. It is the team manager's role to handle the administrative duties of a competitive soccer team as well as being the focal point for communications between the team families, the coach and Rebels Soccer Club. The role of the team manager is critical to the success of the season and has a direct impact on the experience of the team. A smooth running team is the result of good management and is much appreciated by each parent! The team manager may ask for parent volunteers to help with any of the responsibilities, but ultimately, is responsible for managing the team.

Team Managers must complete a background check every year and concussion training every three years. Information on completing the background check and concussion training is located on the Rebels website (click on *Coaches Corner*).

## Responsibilities of the Team Manager

- Schedule the beginning of season team meeting
- Team Communications
- Watch MYSA Mandatory Team Representative Online Presentation (fall or summer)
- If you have a paid coach, record sessions worked
- Manage team budget and expenses
- Register and collect money for any tournaments and slush fund
- Prepare and bring player passes to all games
- Enter schedule on team website page (optional)
- Collect player forms (medical release form and coaches/parent code of conduct forms)
- Obtain player passes from RSC Registrar and complete passes
- Make laminated cards with player names, player numbers and cell phone numbers (optional)
- Complete Competitive Match Report for every game (both home and away)
- Bring stamped, addressed envelope for the Competitive Match Report (home games only)
- Report all game scores via the MYSA online system for U9-U18 teams
- Reschedule home games, if needed
- Communicate team picture date and distribute forms and completed orders (summer season only)

The Rebels website has a dedicated page for Team Managers. Please visit [www.rebelsoccer.net](http://www.rebelsoccer.net) and click on *Team Managers* to familiarize yourself with this information.

## Team Communications

The main role of the team manager is communication. The team manager will communicate not only schedules, but also information and expectations throughout the season. Being the first point of contact for team families, it will help to become familiar with the Rebels website ([www.rebelsoccer.net](http://www.rebelsoccer.net)) and the MYSA website ([www.mnyouthsoccer.org](http://www.mnyouthsoccer.org)).

E-mails are the easiest and most time efficient way to communicate. Suggest using a distribution list.

Communicate dates, times and locations for all practices, scrimmages, games and tournaments. Communicate directions to fields for games and tournaments. Initial game directions will be provided via the MYSA Mandatory Team Representative Online Presentation. To find directions for games

rescheduled, please refer to the MYSA web site at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) (under *Quick Links*, select *Field Directory*)

### **Beginning of Season Team Meeting**

Once teams have been announced, work with the coach to set a date for the team meeting. Prior to the meeting, e-mail the parent code of conduct form and medical release forms to all the players/families so people can complete them and bring them to the meeting. Also, ensure the coach(s) complete the coach code of conduct forms. To obtain the documents, please visit [www.rebelsoccer.net](http://www.rebelsoccer.net) and click on *Forms & Documents*. Also request that those attending bring their schedules to be referenced when discussing training schedules and tournament selections. Topics to discuss at this meeting include:

- Coach philosophy and season expectations
- Confirm roster contact details by circulating a copy of the roster to verify contact details and make any additions/corrections
- Create “communication tree” (email, phone or text) for items to quickly be communicated
- Collect parent code of conduct/coach code of conduct and medical release forms
- Collect any known conflict dates from all families to aid in tournament selection
- Discuss the number and timing of tournaments
- For U11-U18 teams determine if the team will opt to participate in post-season play
- Determine the amount of money you will be collecting to cover the cost of laminating player passes, stamps, envelopes, medical kit supplies, tournament fees, team parties and coach gifts (if desired)

### **MYSA Mandatory Team Representative Online Presentation**

Each team must have a representative watch the MYSA Mandatory Team Representative Online Presentation prior to the start of league games in both summer and fall. The team representative(s) MUST have their background checks complete.

- Team coach and team manager will receive an email with their team login and password from MYSA ([mnyouthsoccer.org](http://mnyouthsoccer.org)).
- Teams will receive TWO login and passwords from MYSA.
  - The first one is used once to complete the online MYSA Team Representative presentation.
  - The second one is used to login on the MYSA website to view schedules, reschedule games, sign up for State, etc. at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) under “MYSA Member Login”

MYSA  
MINNESOTA  
YOUTH  
SOCCER  
ASSOCIATION

Club Officials Coaches/Managers Parents Players Referees

FIELD LOOKUP

EVENT/WEATHER HOTLINE  
952.252.1698

QUICK LINKS

AT A GLANCE

[Updated: 06/08/2012]

Mission Statement

The Minnesota Youth Soccer Association promotes the game of soccer for all youth in Minnesota. We promote the

## 2. TEAM PREPARATION

### Team Budget and Expenses

Each team is responsible for creating, managing and tracking their own team budgets. Make sure parents know what the fees will be and collect the checks by a deadline in order to support the team functions. These include fees for uniforms, tournaments, envelopes, stamps, laminating, coaches fund (if applicable), slush fund, etc. This does not include club fees unless directed by the board. An example Team Budget is available at [www.rebelsoccer.net](http://www.rebelsoccer.net) in the Team Manager section.

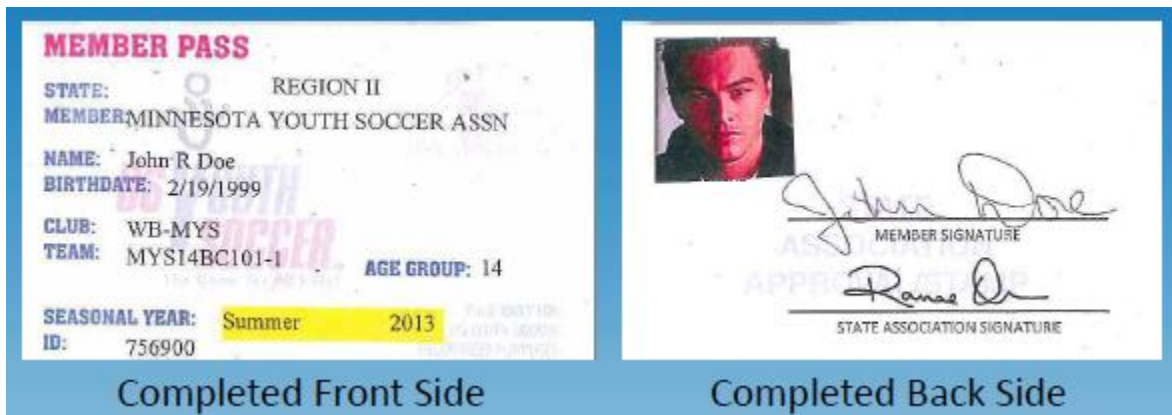
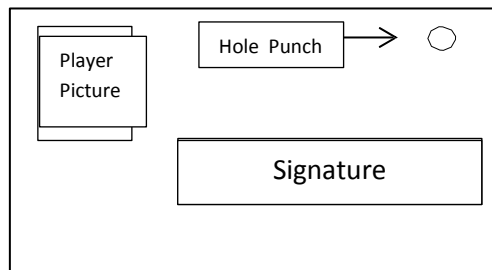
### Account Payment Questions

Parents who have questions and/or concerns about any club fees should contact the Club Registrar.

### Player Passes and Rosters

Player passes are mandatory for players, coaches and managers. MYSA mandates a “no pass – no play” policy. Using illegal passes or illegal players can have severe consequences to the player, coach, manager and club. Players not listed on the team roster may not play in a game. Coaches that coach multiple teams are only given one pass. The coach is responsible for carrying their pass with them to have available for all games. Player passes must be prepared prior to the first game. Follow the steps below to prepare the player pass:

- Affix each player/adult picture (1 inch by 1 inch) to the back of the pass (school wallet sized pictures work well)
- Have each player/adult sign the back of the pass
- Laminate each pass (Self-seal laminating pouches can be cut and work well. Available in office supply aisles of stores.)
- Punch a hole in the corner of each pass
- Use a binder ring to secure all passes alphabetically
- Include a separate laminated “card” with contact details for the return of passes, if lost (optional)



In order for a player pass to be released by Rebel Soccer Club to a player the following items **MUST** be completed:

- All fees paid in full (registration, indoor training fees, etc.)
- Verification of Proof of Age presented to Club Registrar (if requested)
- Player's Parent Code of Conduct form (verified by Team Manager)
  - Effective for the soccer year (Fall 2013 and Summer 2014)
- Medical Release form (verified by Team Manager)
  - This does NOT need to be notarized unless the team is planning on participating in out of state tournaments.
  - Effective for the soccer year (Fall 2013 and Summer 2014)

All forms are kept by the Team Manager; do not forward to the club.

In order for a coach/manager pass to be released by Rebel Soccer Club to a coach or team manager the following items **MUST** be completed:

- All fees paid in full for children's accounts (registration, indoor training fees, etc.)
- Approved Background Check (completed yearly)
  - Effective for the soccer year (Fall 2013 and Summer 2014)
  - Paid for by RSC
- Completion of Concussion Training (completed every three years)
  - View video on CDC website  
([www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html))
  - Upload completion certificate and email to Coaching Director
- Coach Code of Conduct (Coaches only)
  - Effective for the soccer year (Fall 2013 and Summer 2014)

If there is a problem with a player pass or the online roster (missing player, wrong division, incorrect name, etc.) please contact the Club Registrar. It is critical to catch these errors as early as possible as it could affect a player's eligibility to play in post season. Please keep in mind that once MYSA freezes a roster, no changes can be made.

### **Team Roster and Forms (Optional)**

Creating a laminated player information card for each family is optional. Use the player/family contact details collected to input the data into a document. Once the data has been entered, the card can be laminated and distributed to each family.

Tracking the receipt of the player's forms, funds and coaches forms can be done with the *Team Roster & Form Matrix* document on the website at [www.rebelsoccer.net](http://www.rebelsoccer.net) in the Team Manager section.

### **Lost or Damaged MYSA Pass**

The club provides one MYSA pass for each player/manager/coach. If a player/manager/coach loses or damages their pass, they are responsible for the replacement pass. Please refer to the MYSA web site at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) (under *Quick Links*, select *Forms/Rules/Policies*, then *Forms Directory* and the *Competitive Tab*) for the Replacement Pass Request form. Fax to MYSA office at 952-933-2627. An additional fee must be paid when the pass is picked up and the passes take about 48 hours to get.

### **Contact Details**

All families should submit preferred e-mail address(es), parent name(s) and cell phone number(s) of parents and players (if applicable). These may be used to create an email distribution list and laminated player information card.

### **Uniforms**

Team uniforms will be available in March for summer. The Club Operations Director will work with the Team Managers to distribute. Uniforms include: two jerseys, training jersey, game shorts and two pairs of socks. (U9/U10 uniforms include one pair of socks.) Players must always carry both jerseys with them to all games in case of color conflict. MYSA rules indicate that in the instance of similar jersey colors, the home team should change. Each player is responsible to bring shin guards, inflated soccer ball, and water bottle to every practice and game. Players missing shin guards will not be allowed to participate.

### **Equipment**

The club provides two game balls, cones, corner flags, practice vests and a first aid kit to each coach. If you need equipment, please have your coach contact the Club Operations Directions. The team will need to restock and supply the first aid kit throughout the season. Ice should be available at each game in case of injuries. Designate a team representative who will be responsible for bringing ice and zip lock bags in case of injury to each game and tournament. Meet with the coach to decide who is responsible for bringing equipment to games/practices. Equipment will need to be returned at the end of the season to the RSC.

### **Team Pictures**

Rebel Soccer Club will provide a photographer for team pictures each summer season. Team managers are responsible for distributing the informational flyers and scheduling the session on the dates provided by the club.

### 3. GAME DAY REQUIREMENTS

For each game you will need a completed competitive match report, laminated player and coach passes, an ejected participant report, game ball must be available, first aid kit and ice, 4 corner flags (home games) copies of medical forms, and a stamped addressed envelope (home games only).

Players will also need to bring two jerseys (light and dark colors), soccer ball and water bottle to each game.

#### Player Passes – “NO PASS, NO PLAY”

Player passes are mandatory for players, coaches and managers. MYSA mandates a “no pass – no play” policy. Player passes must be prepared prior to the first game. Your team must present passes to the referees at the start of each game or risk forfeiture. Fines relating to forfeits are the responsibility of the team. Passes, per MYSA rules, must contain a photograph and signature of the participant as well as being laminated and secured alphabetically on a ring. Always make sure passes are returned to the team representative (usually the manager or coach) by the referee at the end of a game.

Present the Player Passes secured on a ring/clip to the referee at the game check-in.

Per MYSA policy, there must always be at least one registered adult at each game with a pass (coach, assistant coach and/or team manager). It is not required to have two adults at practices, but is highly encouraged.

#### Competitive Match Report – “NO REPORT, NO PLAY”

A completed Competitive Match Report is needed for every home and away game. Complete the top box in the Competitive Match Report with District, Date Played, Master Game Number, Team Code, Field Code and Opponent. (This information is available on your team game schedule.) Sign the bottom of the form before each match. Goals Scored for each team and Total Time Played will be completed after the game by the referee.



### Competitive Match Report

District: _____	Date Played: _____	Master Game #: _____
Team Code: _____	Goals Scored: _____	Field Code: _____
Opponent: _____	Goals Scored: _____	Total Time Played: _____

check BEFORE match if playing under protest, describe protest on back.

#### COACH Section

Failure to submit a completed line-up prior to the start of the match will result in a forfeit.

##### Rostered Players

	Player's Name	Registration	Jersey
1			
2			
3			
4			
5			

#### REFEREE Section

Complete and mail within 48 hours of match to:  
MYSA, 11577 Encore Circle, Minnetonka, MN 55343  
Use back to describe protests, cards, injuries or incidents.

✓	Caution	Send-Off

##### Pre-Match Checklist

Match may not start until complete.

##### Field Safety

- goals anchored
- field surface safe

##### Participant Check-In

- check each participant with valid pass
- all passes from same club
- all passes for current season
- passes signed/picture/laminated

Under the Coach Section, enter each player on the team roster alphabetically. Record the ID numbers from each player pass into the Registration field. The jersey number of each player should be entered

into the Jersey field. If you have any players called up from another team, include those in the section titled Play-Ups (maximum of 3 allowed). There must be at least one adult's name listed on the Competitive Match Report. The registration field should have the corresponding ID number from the adult's player pass. Youth coaches, provided they have a player pass, can be listed in this section. Sign the form at the bottom.

This is a type-able form that can be completed online ahead of time and printed. Please refer to the MYSA web site at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) (under *Quick Links*, select *Forms/Rules/Policies*, then *Forms Directory* and the *Competitive Tab*). The Competitive Match Report is listed under Rosters. (Suggest printing a minimum of one form per game.) On each game day, the only fields that would need to be entered would be Date Played, Master Game Number and Opponent as well as specific play-ups for the given game and followed up with a signature. It's a good idea to always keep a blank match report in the medical kit for emergencies if either team forgets to bring a form.

Present the Competitive Match Report to the referee at the game check-in.

**Ejected Participant Report**

Always have an ejected player form on hand. If a player is ejected from the game by a referee, it is the team's responsibility to provide this report to the referee for completion (this will then be used in place of the player pass until the game suspensions are fulfilled). Once the suspensions are fulfilled, the form is presented at the MYSA office in exchange for the player pass.

Please refer to the MYSA web site at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) (under *Quick Links*, select *Forms/Rules/Policies*, then *Forms Directory* and the *Competitive Tab*).



**MINNESOTA YOUTH SOCCER ASSOCIATION INC.**

11577 Encore Circle  
 Minnetonka, Minnesota 55343  
 Phone (952) 933-2384 or (800) 366-6972 Fax (952) 933-2627  
 Email: [jogolish@mnyouthsoccer.org](mailto:jogolish@mnyouthsoccer.org)  
[www.mnyouthsoccer.org](http://www.mnyouthsoccer.org)



**EJECTED PARTICIPANT REPORT**

**This form is used for team officials and players**

*Fax or email this side of completed form to the MYSA office.*

*Call to make arrangements with the MYSA office for the return of the pass.*

<b>REFEREE EJECTING PARTICIPANT MUST COMPLETE THIS SECTION</b>			
Participant's Name:	_____		
Team Code:	_____	Registration #:	_____
		Date of Birth:	_____
Date of Issue:	_____	Ejected for (code):	_____ <i>(see back for list of codes)</i>

**Stamped and Addressed Envelope (Home Games Only)**

For each home game, make sure to have a stamped envelope addressed to the MYSA (11577 Encore Circle Minnetonka, MN 55343). The referee will mail in the Competitive Match Report forms to MYSA. Present the envelope, competitive match report and player passes to the referee at the game check-in.

## 4. GAMES

### Laminated Player Information Card (Optional)

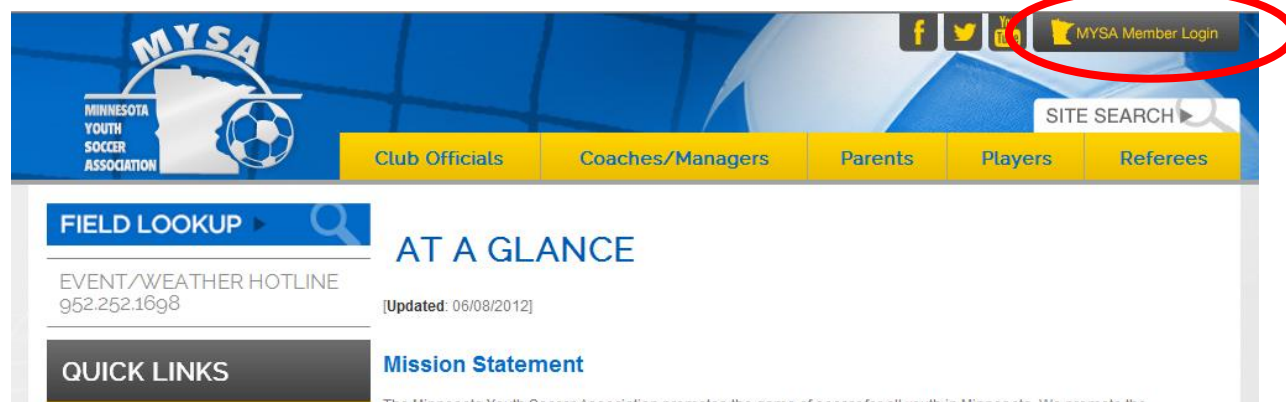
Create a laminated player information card for each family. ( An example document is in the Team Roster & Form Matrix document on the website at [www.rebelsoccer.net](http://www.rebelsoccer.net) in the Team Manager section.) Use the contact details collected to input the data into a document. Once the data has been entered, the card can be laminated and distributed to each family. This is a great tool for each family to have on game day in the event they need to learn player's numbers/names or contact another team member.

### Weather Policy

Please note that the referee(s) determine whether a game should be played in inclement weather; unless the club and/or the city in charge of the fields deem the field "unplayable". Visit the MYSA website at [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) for the most up to date Weather Policy (under *Quick Links*, select *Weather Policy*).

### Game Score Reporting

Game scores are reported for all U9-U19 teams. Using the game score instructions provided via the MYSA Mandatory Team Representative Online Presentation, log into the system and enter the game score. MYSA will provide a user name and password for their system. The first team to access the website will enter the score, the second team confirms it. League standings are updated real time in MYSA (U11 and older only). MYSA fines each team \$50 per game score not reported. The last day to enter scores is usually one day after league play ends (see the MYSA calendar to confirm deadline date).



Forfeits must be reported to the appropriate Age Group Coordinator or Competitive Representative. Find contact details on the MYSA website under "*Quick Links*" then "*Contacts*" and then "*Age Group Coord*".

### Sportsmanship

Please help Rebel Soccer Club promote good sportsmanship by making an effort to welcome the opposing team and referees to home games. Remember to cheer for what has occurred rather than what you would like to have happen. For example, encourage a pass - "Great Pass!" instead of shouting directions - "Pass It!" Also, remember to thank the officials at the end of the game and always clear the sidelines of any litter.

### Play Up Procedures for MYSA League Games: U10-U19 Teams

If a U10-U19 team needs a player for a given game, another player from any age group, gender and playing a level below can be "pulled up" to play. Per MYSA guidelines, players must be from a younger age group or a lower competitive division at the same age group. Players cannot play "across" meaning

that if there are two U14 C1 teams, a player from one C1 team cannot play for the other C1 team. For an example, if the team needing help is a U14 C1 team, they can pull up players from any team at a playing level below theirs. In this example it would be any U14 C2 or C3 team in the club. The team can even request players from a younger age group than theirs, in this example players could be requested from any U13, U12, U11 or lower age group in the club.

- Contact the coach or team manager of the team from where you will pull the player (it is inappropriate to contact the parent or player first)
- Detail any requirements (i.e. position, specific skill needed, etc.)
- Provide game date(s) and time(s)
- Per MYSA guidelines, only three play-ups are allowed per game while staying within the roster maximum allowed for the age group (roster maximums are noted on the Competitive Match report and vary by age)
- Player must obtain their player card from the coach/manager and bring it with them to the game
- Add the player to the competitive match report and add the player's pass to the team's passes
- Return the pass to the player following the game

Tournament play-ups: Tournaments often have different play-up rules and roster maximums than MYSA league games; consult each tournament's rules/policy.

#### **Play Up Procedures for MYSA League Games: U9 Age Group**

Players on U9 Gold teams can "play up" on U9 Maroon teams as they are a lower competitive division at the same age group. Per MYSA guidelines, U9 teams can play with a minimum of 4 players (with one being a goal keeper) in order to play the game and avoid a forfeit. As this level does not keep track of team standings, many times the opposing team will match the number of players in order to have a fair sided game.

Tournament play-ups: Tournaments often have different play-up rules and roster maximums than MYSA league games; consult each tournament's rules/policy.

#### **Serious Player Injuries**

In the event a player is injured at a game or practice, please reference the MYSA website regarding the Medical and Liability Insurance information. If coverage is provided for the incident, the family should complete the Medical Claim Form found on the MYSA website under "*Forms/Rules/Policies*" and then "*Insurance*".

#### **Fields**

If there is a problem with home field assignments or conditions, please contact the Club Operations Director. During times of rainy weather, check your email frequently to see if there have been any field cancellations due to poor field conditions.

## 5. TOURNAMENTS / POST SEASON

### **Tournaments**

Rebel Soccer Club strongly suggests that teams participate in tournaments. Most teams register for 2-4 tournaments in the Summer Season. Tournament participation is NOT covered by RSC registration costs. The Team Manager will need to determine and collect the appropriate amount of funds from each player in order to cover the tournaments costs. RSC teams are encouraged to participate in the Rebel Soccer Club tournament, the Father Hennepin Cup, which is held in June. Visit [www.rebelsoccer.net](http://www.rebelsoccer.net) and click on *Father Hennepin Cup* for additional information.

Visit the MYSA web site ([www.mnyouthsoccer.org](http://www.mnyouthsoccer.org)) for information about state sanctioned tournaments as well as national tournaments (under *Quick Links*, select *Tournament Center*). The team manager/coach will coordinate tournament(s) selection and schedule, register for the tournament(s) and collect fees for the tournament(s).

It is important to register for tournaments as early as possible in order to assure you get the tournament, division and age group you desire.

Tournaments may require birth certificates! Check with the tournament director and ask for a photocopy of each player's birth certificate.

Teams that will be participating in out of state tournaments, must complete the online "Application to Travel" permit via the MYSA website and pay the travel fee. Once the travel permit has been approved by MYSA, it is returned to the team for presentation to the host tournament director. Traveling with this permit guarantees the host state or country that the players are properly registered with USSF, are the appropriate age group, are covered by insurance and that the team or its players are not under any disciplinary sanctions. Applications for travel should be submitted no later than 30 days prior to travel in the USA, Mexico and Canada. For all other countries, mail 90 days in advance. The team will also need notarized Medical Release forms signed by the parent or legal guardian, an official roster that includes all players and team officials and laminated player passes.

If your team will travel to tournaments where an overnight stay is necessary, research hotels and make reservations. Note that hotels often fill up on a tournament weekends so do not leave this detail until the last minute. Some hotels will reserve a block of rooms for teams. Most out-of-state tournaments have a web site for their tournament and will give all the information you need to participate in that specific tournament.

Each tournament has different requirements. Review tournament rules/policies to see what is required at check-in (usually one hour prior to the first game).

### **Post Season Play**

Post season participation is NOT covered by RSC registration costs. Teams need to cover their own costs. Make a decision whether you will be participating in post season play. If so, you can opt-in to participate in post season play via the online game score reporting system on [www.mnyouthsoccer.net](http://www.mnyouthsoccer.net). Your selection can be made or changed at any time up until the deadline. If you agree to post season play, the team is committed to the State Qualifier as well as the State Tournament, provided your team qualifies. Teams which opt in and fail to participate, if they qualify, will be fined by the MYSA.

## 6. RESCHEDULING OF GAMES

### Minnesota Youth Soccer Association

The MYSA Online Game Rescheduling Instructions and process flow chart are included with the MYSA Online Team Presentation. (See additional information in Section 1 for logging into the MYSA system.) Following are the general steps:

#### Away Game Cancellation

Either the RSC team coach or manager should contact the opposing team coach or manager, provide an explanation as to why the game must be rescheduled and agree on a couple of alternative dates and times. Please allow plenty of lead time to resolve the scheduling issue.

- The home team will start the on line game change with MYSA. Once you receive the game change notification email from MYSA, log into your account and accept the change.
- If you are unable to come to an agreement on a date for a rescheduled game, the coach will need to contact you assigned District Director.
- Finally, notify your team members of the schedule change!

#### Home Game Cancellation

Either the RSC team coach or manager should contact the opposing team coach or manager, provide an explanation as to why the game must be rescheduled and agree on a couple of alternative dates and times. (The opposing team's contact information is on your MYSA team schedule.) Please allow plenty of lead time to resolve the scheduling issue.

- Contact RSC Referee Assigner ([www.rebelsoccer.net](http://www.rebelsoccer.net) under *Quick Links*, select *Referees*) to cancel the referees for the originally scheduled evening.
- Contact [operations@rebelsoccer.net](mailto:operations@rebelsoccer.net), Club Operations Director, to arrange for a field, providing several date and time options, and the age of your players to be assigned an appropriate-sized field.
- Confirm final arrangements with opposing Coach/Manager
- The home team starts the on line game change with MYSA. Log into your MYSA team account and complete the game change form. Once the visitor team accepts the change online, the change is official. Once it is official, then the refs get rescheduled. If you have not received the ACCEPTED email from MYSA within a couple of days, please follow up with the opposing Coach/Manager so the change can be finalized.
- If you are unable to come to an agreement on a date for a rescheduled game, the coach will need to contact you assigned District Director.
- Finally, notify your team members of the schedule change!

## 7. WEBSITE RESOURCES

### **Minnesota Youth Soccer Association (MYSA) Website:**

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

#### **MYSA Calendar:**

- Deadline dates for league play as well as information on post-season play

#### **Quick Links:**

- Field Directory (directions to each field by Club)
- League Standing
- Weather Guidelines
- Forms
- Travel Permits
- Concussion Training
- Click on Contacts then Competitive Teams to find Team Managers or Coaches for other clubs

#### **Club Officials:**

- Click on Competitive and then Formations & Seeds to determine in which district your team plays

#### **Playing Nights:**

- Click on Coaches/Managers and then Competitive in the drop-down menu.

### **Rebel Soccer Club (RSC) Website:**

[www.rebelsoccer.net](http://www.rebelsoccer.net)

#### **Forms and Documents:**

- Medical Release Form
- RSC Parent Code of Conduct