

## TEAM MANAGER “MUST KNOW”...

The Team Manager job is an important one and WDDOA thanks you for your hard work and dedication to your team. As Team Manager you will direct parents / players, coordinate accurate roster composition with WDDOA and your club registrar, work with your coaching staff, handle official check in and official paperwork. Thanks to you, your coach will be able to focus on the players, their development, and the team success.

In order to help you navigate the seasonal year, we have created a whole section dedicated to Team Managers on the WDDOA website. The entire area is just for Team Managers!! It has lots of information which we hope you find useful. The WDDOA Game Day Preparation Manual which is posted on this page is a MUST READ!!!

### Rosters:

- August 15<sup>th</sup> is when the WDDOA office will start generating official paperwork. Any player not on your “Full Team Player List” by August 15<sup>th</sup> will be placed in a queue by your club registrar and those will be added in order starting August 22<sup>nd</sup>. Rosters will be generated club by club. Club processing dates will be published on the WDDOA website when determined.
- Once your team roster has been generated, your WDDOA Official Roster (pdf) will be available to print in your GotSoccer team account. At this point, if you notice any discrepancies between your GotSoccer “Full Team Player List” and your WDDOA Official Roster (pdf), you should contact your club registrar ASAP. Your most up to date WDDOA Official Roster (pdf) will always be available in your GotSoccer team account. **Access:** [GS Team Account], [Team Profile], [Documents], [Official Roster]
- If a child is being added, they are NOT eligible to play until they appear on the new WDDOA Official Roster (pdf) **AND** your league gamecards. When complete, changes made by the WDDOA office are immediately available to the team.
- You will need to communicate effectively with your club registrar, who will coordinate all of your club teams’ official paperwork and roster generating with the WDDOA office. Your club may have a roster deadline earlier than the WDDOA deadline of August 15<sup>th</sup> in order to achieve this.
- KidSafe (Adult Participation) Pass: 2018/2019 will be PINK in color and be printed / distributed to your team by WDDOA
- WDDOA is officially going Virtual! What does this mean for you?
  - You will no longer have to keep up with physical player cards.
  - Going full virtual, making sure your player pictures follow our standards will be paramount, **any player without a picture is NOT eligible to participate**; this includes your Club Pass Players!!! Once added to your player pool and activated, you will need to check your virtual cards to make sure 1) all CP players have pictures and 2) all pictures are valid. It is MANDATORY that all player photos be loaded by Wednesday, August 8, 2018 10:00pm.

**Game Day:** your area of responsibility may extend to activating and deactivating Club Pass Players. Please check with **your club** prior to starting as they may have an alternate process in place. If you are, in fact, in charge of this, please remember:

- You must know the rules. GotSoccer is used worldwide and will let you do things that are not allowed or restricted within South Texas. Just because the system allows you to add the player doesn’t mean the player is eligible.
- Even after you validate a Club Pass player and they are added to your pool, you must keep checking their eligibility prior to each game since rosters may change (Player Transfer / Release) up until the final roster Freeze date in Spring. You can check their eligibility by looking at the Primary team listed on the virtual player card for your club pass player once you have activated them, and / or asking them or your coaching staff if they have recently changed teams.
- The Game Card is **the most important document** you will handle all year. You need to bring the most up to date gamecard with you to each and every game, regardless of whether your team is home or away for that game.
- You must make sure to take a picture of the final gamecard for your records, reference, as well as keep track of who is responsible for sending it in to the WDDOA office for validation and processing.
- The game card is **the official record of the game!** You must check it and make sure all the information (score, yellow and red cards, etc.) is accurate before you, the other team, and/or the referees leave the field.

**Rules:** WDDOA, STYSA, and USYS are highly organized entities. Know what applies to you and how to find information:

- Know the basics: your team exact name, which flight your team is in, where this flight sits relative to other flights within WDDOA and above.
- The WDDOA Rules of Play and Club Pass Policy are available on the WDDOA website.
- Overall Club Pass rules, Discipline rules, Appeals are found on the STYSA website under the Administrative Handbook
- Information on National League, NL Frontier Conference, and competitions played in South Texas that advance beyond South Texas (Presidents Cup and State Cup both advance to Region III Championships, then National Championships) as well as Laws of the Game and adopted changes for youth play.
- **Note:** Protesting red/yellow cards for misapplication of the Laws of the Game can **only** be done directly with STYSA. It is not handled at the WDDOA level. Again, protesting a card will only be accepted when there has been a misapplication of the laws.

# ABSOLUTELY NO HANDWRITTEN PLAYERS ARE ALLOWED ON GAME CARDS!

WDDOA has adopted the policy that any handwritten player on a gamecard is an **automatic forfeit**, regardless of circumstances, which carries a **fine**. Please do not be THAT team!

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## CLUB PASS PLAYERS MUST BE PRINTED ON THE GAME CARD

After you have activated your Club Pass players for a game, be sure to print the game card, regardless of whether you are the Home or the Away team.

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## GAME CARDS **MUST** BE PRINTED AND BROUGHT TO THE FIELD ON GAME DAY BY **BOTH HOME AND AWAY TEAMS**

Since you may activate and deactivate players (Primary and Club Pass) until right before game time, it is **IMPERATIVE** you print and bring the latest & greatest gamecard to the field for the referee to use. The game card used by the referee is the **most important** piece of paper you will handle all year. It is the only **official game report** and the original (hard copy) **must** be submitted to the WDDOA office.

Prime and Neutral Challenger games: Games played at locations with site coordinators will be kept by the referee and given to the site coordinator, who will submit these to WDDOA. Weeknight games do NOT have site coordinators, in which case, game cards are handled as below.

Home & Away Challenger and Alpha games: The winner takes the game card after the game and is responsible for mailing it in (home team in case of a tie). It must be received in the WDDOA office within 72 hours of the scheduled game.

Remember to take a picture of the final game card for your records! An electronic copy may be sent to [gamecard@wddoa.org](mailto:gamecard@wddoa.org) while the original (hard copy) card is in transit.

The office address is printed on the game card. Cards should be mailed to:  
**WDDOA • 3000 Joe DiMaggio Blvd, Suite 68 • Round Rock, TX 78665**

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## GAME RESULTS MUST BE REPORTED IN GOTSOCCKER BY **BOTH** TEAM MANAGERS WITHIN **24 HOURS** OF THE SCHEDULED GAME

All game results (FINAL SCORE, RED / YELLOW CARDS) should be noted by each team manager after review of the final game card. These results should be input into GotSoccer within 24 hours by BOTH team managers.

When you access GotSoccer to input results, if your opponent has already entered the information **DO NOT** re-enter the red/yellow cards. Please **ONLY** verify that the information has been entered correctly. If you find there is a discrepancy between your records and what is listed in GotSoccer, please contact the WDDOA office immediately. **Please note:** until we receive the official game card, we will not be able to update the information in GotSoccer but we can flag the issue for faster processing.