



# Evansville Soccer Club

P.O. Box 692  
Evansville, WI 53536

“United in  
Blue”

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*Team Managers are parent volunteers who have been asked to manage the administrative and communication needs of the team. In addition, the team manager offers support for the coach and the team families. The club does not expect our volunteer Team Managers to settle individual player issues such as playing time, coaching style, club financial responsibilities, etc. Sensitive subjects and individual player issues should be referred to the coach or the club's administration and leadership. The team manager is a representative of the Evansville Soccer Club and is expected to have a positive and supportive attitude.*

## Team Manager Role 2025-2026

*Discuss with your coach to determine the allocation of these responsibilities between the TM and Coach. It is suggested that you identify team parent volunteer roles to help with these responsibilities.*

### To Complete Prior to Start of Season:

- Accept your invite to the appropriate PlayMetrics team you are assigned
- All Team Managers must complete a SafeSport Training through the US Soccer Learning Center. <https://learning.ussoccer.com/>. SafeSport training needs to be completed every year. A background check for \$15 through Wisconsin Youth Soccer Association is required every 2 years and will be reimbursed by ESC.
- Here is a link to help with step by step instructions for completing this process:
  - <https://www.wiyouthsoccer.com/wp-content/uploads/sites/168/2024/07/SafeSport-Guide.pdf>

### Team Manager Responsibilities:

- Primary information contact for the team
- Responsible for team communication with parents
  - Email
  - Playmetrics:
    - Add extra events to your team's schedule. Practice and game schedules will be auto populated. Club wide events will also be added by the club.
    - Reconcile Draft (reschedule games as needed) Fall and Spring MAYSA team schedules in PlayMetrics
  - To reschedule **away games**, reach out **IN** playmetrics to the opposing coach/manager after discussing with your coach the need to reschedule and a hopeful date/time you would like to move it to. *(By reaching out **IN** playmetrics, the CLUB admins will be able to see the message thread and approve when it gets to that stage.* If you have not heard back in playmetrics within a couple of days, feel free to email/text and ask that they check their playmeterics messages.
  - To reschedule **HOME GAMES**, again discuss the need for game changes with your coach and discuss potential day/time to switch it to. It is helpful if you check your opponents



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schedule for the day/time you are looking to reschedule to make sure they do not already have a game. Also, once you have noticed the other team would be free, you want to check club field availability. Once you have confirmed the field is available then you can reach out **IN** playmetrics to the opposing team. Once you have agreed in the playmetrics messaging app, submit a reschedule by clicking the ... and once you submit the request, the ESC club admin who will then do a final check and approval of the game change.

## Steps to check field availability:

1. Go into the app and click the third tab at the bottom called schedules
  2. Then go to bottom of screen and click advanced field selection
  3. Then start typing your field in, EXACTLY as it is shown on the schedule.
  4. Then close out of the filtered search and put the date in you are looking to reschedule to.
- Collection and maintenance of all ESC required paperwork for players. As of Fall 2025, all these forms now live electronically in Playmetrics and were signed during registration.
    - ESC Parent Code of Conduct (All adults in household sign)
    - ESC Player Code of Conduct (Player + 1 parent sign)
    - WYSA Tournament and Event Medical Release Form
  - Maintain all team paperwork
    - Official Roster
  - Facilitate Positive Culture at games
  - Ensure the team has what it needs for game days
    - Official Roster
    - WYSA Medical Release Forms
    - Home Games
      - Money for referees. Money will be distributed to Team Manager to provide to parent volunteers for paying refs. **Ref logs need to be filled out and returned at the end of fall and spring seasons. Only certified refs get paid, and each ref only gets one envelope per game despite how many refs show up. (Ref logs will be verified by the club due to logs/ extra money not being returned)**
      - Game ball
      - Corner Flags
      - Set up field – check goals and equipment and set up flags
  - Coordinate Team Events & Team building activities
  - Coordinate team photography (team photos as well as game shots) to share with the team families and the club
  - Record home game scores
    - This is done through the PlayMetrics system. You can do it in the app or on a desktop.
    - On the **APP**: Select Schedule for your team. Games missing scores will be flagged with a yellow triangle. Click on the desired game to set the score. Once you have opened the game details for a game, you will select Set Score, add the score, and save. (It is best practice to get the score submitted within 24 hours of the end of the game)



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- On a **desktop**: Select Schedule from the left navigation on desktop to view the scheduled games for your team. Click Set Score beside the game for which you wish to add a score. Input the score and save.
- If you need to submit an edit to a score that the home team submitted: If one team has already entered the score for the game and you wish to submit a different score, you have the option to submit a score change request for the governing admins to review. You can request a score change from the Game Details by clicking on the desired game via the Schedules area. Score change requests will then be evaluated by the governing admins.

*If you are unsure of the score, you can ask the center referee after the game. Every age group should report scores, to assist with aligning teams in the most competitive division appropriate for them. Some scores/standings may not be published online.*

- Tournament registration, collection of required forms, check-in, fee collection *(if applicable)* and help with team/player coordination