

Spencer Soccer Club - League Rep for MAYSL

Responsibilities

- **Serve as a “go-between” for the club and the league.** Coaches are not to contact the MAYS board directly for questions or issues. These items should go through the Town Rep. Typical issues that require involvement are:
 - Referee or game play issues reported to MAYS.
 - Fines received such as due to lack of roster, unregistered players, etc.
 - Requests for games to be rescheduled after schedule is released
 - Overall communications from MAYS to Spencer Soccer Club.
- **Represent SSC for MAYSL** in the fall and spring meetings and in the Annual General Meeting held in November. Attendance is required at both meetings.
- **Represent MAYS in the Spencer Soccer** monthly meetings as appropriate. Attendance of the Spencer Soccer Club AGM is required.
- **Review the MAYSL Website and By Laws.** Located at <http://www.maysl.com> and on MAYS SportsManager site (<https://www.sportsmanager.us/OrgManager/MAYSL.htm>) there is information regarding requirements and tasks. Also is a copy of the MAYS By Laws which covers information such as team and roster requirements, passcards, scheduling, etc.
- **Manage Team Submissions, Roster Approval and Passcards** as described in detail below.

Tasks and Duties

The following are performed each season.

- **Team Registration with MAYS**
 - Team registration period is announced by MAYS prior to the team submission deadline (dates set at MAYS AGM each year).
 - Confirm with VP of Player Development that all teams are assigned to proper divisions and that coaches are assigned.
 - Confirm that teams are in proper naming format (see below section).
 - From MAYS SportsManager site select Registration and perform the steps (detailed in Email from MAYS).
 - Record the amount due (should receive an Email with info) and forward to SSC President and VP of Finance for payment.

- **Rosters**

- As teams are built a roster is created in SportsManager. MAYS requires that roster's be named in the following format: **<League>-<Division>-Spencer-<coach-or-team-name>**. For example: **U10B-D2-Spencer-Smith**.
- As teams are added, confirm that pictures are upload as well.
 - i. In the Fall season all coaches need pictures in SportsManager
 - ii. In the Spring season all coaches and all division 1 and 2 players in groups U12 and up require pictures.
- At a set date each season, the MAYS registrars will start reviewing each roster and will approve or deny as appropriate. The status of each will be shown in SportsManager (Roster Mng) as follows:
 - i. Yellow – Pending Roster is awaiting approval.
 - ii. Green – Approved Roster has been approved and can be used.
 - iii. Red – Not Approved The roster was denied for some reason. Common reasons are out of town players without waivers and coaches/players without pictures. If needed, email appropriate MAYS registrar for more info.
- When approved the coaches are notified via Email. Coaches can then print rosters directly from SportsManager.
- Once all are approved, it is advised to download them all for future reference (they are used at the start of the Spring season).
- If any additions are made to the roster, the approval process starts over again.

- **Waivers**

- Each season there are requests for Spencer residents to play on other towns teams. There are also requests for other town residents to play for Spencer. These are called Out of Town Waivers. The town club where the player originates from must approve the request for that player to play in another town.
- Check within SportsManager for these requests (Reports/Modules).
- Spencer employs a strict waiver policy.
 - i. The waiver can be approved without further review only if:
 - 1. The player has never registered with Spencer Soccer in the past.
 - 2. There is no team available in Spencer for that player to play on.
 - ii. Otherwise, a review needs to take place for approval. Send player info to VP of Player Development to determine if a formal review is required.
- If approved, mark it so in SportsManager and enter your initials and date in the comment box.

- If under review mark the status to **“In Process”**. If denied, mark status to **“Not Approved”** and alert town rep for other team as to reason.

- **Schedule and Field Locations**
 - The league schedule is also shown in SportsManager. Typically MAYS will pre-release the schedule to Town Reps for review. After that, the schedule is made public.

 - Actions to perform prior to schedule release:
 - i. Determine if any team or field location will not be available for a particular date. If so, send this info to MAYS via Email to MAYS President.
 - ii. Review **Playing Areas** in SportsManager to be sure field locations and teams assigned to those locations are correct.

 - Requests for a game to be rescheduled:
 - i. Submitted by coach via Game Cancellation request in SportsManager
 - ii. Review to see if request is legitimate; get more info from coach if needed.
 - iii. **Approve** or **Deny** the request in SportsManager. If Approve, request goes to MAYS for final approval or denial.

- **Passcards**
 - The League Rep is responsible for ensuring that all coaches and players receive passcards as required each season.

 - Using the reporting tool in SportsManager display each team and check to see who needs pictures updated. Alert VP Player and Coach Development for those needing pictures.

 - Once Rosters are approved, passcards can be printed and laminated.
 - i. Due to the number of passcards needed, it is advised to utilize a print company such as Staples to have them laminated. The cost of this can be expensed back to the league.
 - ii. Communicate with coaches to hand out passcards prior to start of first game.

- **Spencer Rain Outs:**
 - If Spencer fields are closed due to weather the VP of Fields and Equipment will close the fields and cancel any scheduled games using SportsManager. This causes Emails to go out to all coaches, players and administrators. Cancellations need to occur at least 2 hours before any scheduled game.

 - Once this occurs perform the following:
 - i. Call MAYS Ref Assignor Hotline @ 508-784-2109.
 - ii. Leave your name (indicate you are town rep), town and say that you are closing a particular field or all fields.
 - iii. This will be sure that referees receive the cancellation notice.

- Read and understand the MAYS ByLaws in regards to game postponements and the guidelines for rescheduling.
- The home team will receive an Email allowing the game to be rescheduled. Through SportsManager, make up dates and times can be offered. Once the Away team accepts one of these dates, the game is rescheduled.
- If a date cannot be agreed upon, or the Away team is not responding, coaches are to send you a message with this info. Contact President of MAYS via Email for resolution.
- The progress and status of game rescheduling can be found under the Schedule portion of SportsManager. If logged in as Administrator to SSC SportsManager, you can also select dates and resend rescheduling emails when needed.

- **Spring (Competitive) Season**

In addition to above duties the following is performed:

- **Complete “Team Profile Sheets”** that are provided by MAYS each Spring. These show the league what the team is made up of, including; returning players, multi-rostered players, past records and standings, etc. This is used by the league to confirm the division being requested for each travel team.
 - i. Needed will be the following:
 - 1. Past season records (on MAYS SportsManager site)
 - 2. Past rosters (prev. season in SportsManager, others should be saved by you).
 - ii. For each travel team up to U16 fill out a form and submit to the appropriate league registrar.
 - iii. The league will review the profile sheets and check against our request for team division placements. The league may decide to change divisions based upon the profile data.
- **Division Placement Appeals**
 - i. If MAYS overrides any teams’ divisional placement request, the club can appeal this decision.
 - ii. A date will be set by MAYS where the team coach and the league rep will attend to plead the appeal to the MAYS board.
 - iii. The resulting decision is final.
- **Playoffs**
 - i. Communicate playoff schedule to SSC President and involved coaches. While the playoff schedule should be posted to SportsManager, information such as seeding and brackets are also shared.