

2023-2024

NORTHWEST UNITED FC

MANAGER HANDBOOK



Getting Started

1. Volunteer Background Check (RMA)

- a. At nwunited.org, go to Resources and click on Managers & Treasurers. Click the WA Youth Background Check link, then WYS Affinity Background Check.
- b. Scroll down and click “How to do the Background Check and Required Certificates” and follow the directions. You will need to complete the certificate training before completing your background check.
- c. If new to WA Youth Soccer, will need to make an account for WA Youth Soccer; **remember your log-in information**. Once you’ve done so, log-in to do the background check.
- d. When asked for “Primary Organization”, in the background check please select Northwest United (SID: 7863565). **Do not select Skagit Valley Youth Soccer Association.**
- e. When your background check is complete, and cleared, you will automatically be added into Affinity under Northwest United. You will not have access to your teams until you are manually added by the Registrar.

2. **Team Binder:** This binder will hold each player’s Registration Forms (Birth Certificate, Medical Release, Concussion & Cardiac Arrest Compliance). *Please note these forms need to be collected before a player can play.* There is an option to upload these forms during player registration on TeamSnap, so some families will turn in forms that way. Managers can access these uploaded forms through Team Snap to print and put in the team binder. Other families will turn in paper forms directly to you. Please have blank forms on hand for families to fill out. These forms can be found at nwunited.org, Resources, Parent & Player Forms. The binder should also hold a contact sheet, eventually the Player Cards and rosters, and any other team information you may want. *Write down jersey numbers ASAP.*

3. **Summer Tournaments:** First thing to do is obtain a list of all of the tournaments in which your coach wants to participate. The Club Registrar will be registering all teams for SUMMER TOURNAMENTS. Coaches, Managers, Treasures do not need to register for tournaments unless it’s beyond the 3 tournaments that each team will be competing in. Any questions please contact Club Registrar.

Summer Tournaments

1. **Tournament ROC:** For each tournament, be sure to glance through the Tournament ROC (Rules of Competition) to determine what exactly you will need at check-in. Most tournaments will not require player cards, but some may ask for birth certificates. This is rare, but it's better to be prepared weeks in advance rather than show up and be caught off guard.
2. **Tournament Roster:** One week prior to tournament be sure you get a list of any guest players from your Coach, as well as any players that will be missing for the entire tournament. Request your roster from the Registrar as soon as possible – be sure to send a list of guests and absentees. **DO NOT WAIT UNTIL THE NIGHT BEFORE.**
3. **Lodging:** If you want to go above and beyond, it is helpful to reserve a block of rooms at a hotel or find decent options for people to choose from. The cost for hotel rooms is out of pocket - **it does not come from Team Fees** - so if you do reserve a block be sure it is at a reasonable rate.
4. **Schedule:** You will typically get an email when the schedule comes out. Either way, be sure to find out the details of your games and send that info out to your team. If you make it into the Semis, be sure you or someone else finds out those game details and passes it along, too.
5. **Details to be sure of:**
 - i. The Team Binder is readily available will all the necessary documents.
 - ii. The team has a First Aid Kit on hand for games that includes ice packs.
 - iii. The Team Bench & Canopy are accounted for.
 - iv. Send directions to the tournament fields and hotel to your families.

Fall Prep

1. **League Registration-** Please ask your Coach which league your team will be participating in.
 - a. **RCL Registration:** You do not need to register; the NWU Registrar will do this for you and the club will pay for it.
 - b. **NPSL Registration:** You will need to do this for your team. Registration usually closes the end of July. The club will pay for this also – please contact the club bookkeeper to get this paid.

2. **Player Cards, for RCL & NPSL**
 - a. Get head of the rush and take headshot photos of each player sooner than later. These will need to be uploaded before player cards can be printed. You will be notified when your rosters are ready and available for you to upload photos to.
 - b. Log into Affinity.
 - c. Click on “Teams” then “Team Info”.
 - d. Click on grey avatar to upload each photo.
 - e. You do not print player cards. They will be printed and given to you by the registrar.
 - f. All players cards must be laminated and put on a ring. Office Depot does lamination if you don’t have other options.

3. **Schedules**
 - a. **RCL Schedules:** You will receive confirmation in late August once your league schedule is available.
 - b. **NPSL Schedules:** You can anticipate receiving your schedule on August 15th for Fall, and early February for Winter/Spring.

4. **Scheduling** - *The match-up and date is scheduled for you, but it is your, or the Coach’s scheduler’s, responsibility to establish and enter on Affinity Home Game Times/Locations.*
Home games are generally played at the following locations:

Location	Cost	Scheduled with
Skagit River Park, grass field	Free of cost to teams	Marcos Vega marco.vega@nwunited.org
Mount Vernon High School, turf field	\$176.25- only 1 team/day \$142 - 2 teams/day	Marcos Vega marco.vega@nwunited.org
Sedro Woolley High School, turf field	Approx. \$80 per game	Erin McMillan emcmillan@swsd101.org
Skagit Valley College	Free of cost to teams	Marcos Vega marco.vega@nwunited.org

- a. **Schedule a time:** Check with the Coach on any additional games they may have that day and plan accordingly. Helpful tip: Set up primary time and secondary times. Unless there are dire circumstances, the times you can pick for kickoff are: 9am, 11am, 1pm, 3pm, 5pm, and 7pm. Rule of thumb: An opposing team's travel cannot begin before 7am and should not go after 9pm. Be aware of where your opponent is traveling from.
- b. **Schedule a location:** Have a date and time (unless you are flexible on time), and email the field contact for your desired field to reserve your space.
- c. **Schedule the refs:** Once you have secured the date, time and location for your game you **must** email our ref assignor at nwuassignor@gmail.com no later than one week prior to your game to request referees.

Helpful tip: Email ref assignor for referees the moment you have a game scheduled.

Example:

Subject Line: "Referees needed for BU15 Black, Coach Powell"

Email Body: "We need referees for Coach Powell's BU15 Black Team for Saturday June 3rd at 11am vs Seattle United. We will be playing at Mount Vernon High School. Please confirm when you have secured referees."

Please keep a record of your correspondence (text/emails – don't delete them!) with the ref assignor so you can prove you made the appropriate request.

Failure to notify ref assignor of needed referees or changed/cancelled games may incur a team-paid penalty.

- i. \$25 for scheduling/changing/canceling a game 7 days or less in advance.
- ii. \$50 for scheduling/changing/canceling a game 3 days or less in advance.
- iii. \$100 for scheduling/changing/canceling a game less than 24 hrs in advance.
- iv. Refs need to be paid for any game cancelled after 6pm the night before.

If the cancellation/change is the opposing team's fault, please let them know they will need to cover ref & field fees and then collect from them.

- d. **Put your schedule online:** Look at schedule tutorial on Affinity. Once your times and locations are up online, your opposing team has the option to request a reschedule.
 - i. **Rescheduling Home Games:** Once you have a suggested reschedule option from your opponent, and you have found that it works for you, secure the location and time, then notify Bob to ensure he notifies the refs of the change. Be sure to update the information on Affinity, or approve the reschedule request.
 - ii. **Rescheduling Away Games:** Like opponents, you have the option to request a reschedule for an Away Game through Affinity.

Helpful Tip: It is always quicker to deal with reschedules through emails. If you need to reschedule an Away game, send an email to the opposing Manager.

Home & Away Game–Day Duties

1. Roster Duties

- a. If your Coach requires a **Club Pass** you will need to add that player to your roster and **Sync Your Roster**. This will ensure your roster for the game includes all necessary players.
To do this:
 - i. Log into Affinity.
 - ii. Click “Teams”, then “team Info”- new page will open.
 - iii. Click black “Tournament” tab - new page will open.
 - iv. Then “Edit” next to season – new page will open.
 - v. Click “Player Roster,” then “Add Player Pass, “search for player - make sure spelling is correct.
 - vi. Click on “Sync Roster” – Club Passes will not show if you don’t do this.
- b. You will need to print Official Game Day Roster prior to your game. These are located on your Affinity page under **“Schedules/Game Scoring”** next to your match up. The **“Print Roster”** button is not available until 72hrs prior to the match.

2. Score & Card Reporting

- a. **You are responsible** for reporting the score for every game. To do this, go to **Schedules/ Game Scoring** on Affinity – where you went to print your roster – and click the empty boxes in your match up to input the scores.
- b. You must also report any Yellow or Red Cards given to any player (yours and the opponent).

- 3. Location & Time Update:** It is strongly advised to always send a reminder email a few days before each match to your team with kickoff time and location of your game, along with the color of jersey your team plans to wear. Consider adding the opponent’s manager in when sending information about your home game. **Over–communication is key!**

- 4. Team Equipment:** Be sure team bench, canopy and first aid kit are accounted for and on hand when needed for games.