

# MAYSA League MANAGER CHEAT SHEET

## GAME DAY

The Home team contacts the opposing team the day before a game to confirm date, time, field and team colors. If the colors are similar, the home team wears alternate jerseys.

*What do we have with us on game day?*

1. A printed copy of the team's 'MAYSA Official roster' with jersey numbers listed (from club).
2. Current Risk Management passes for all Team Staff in all Tiers. Passes are required for all adults on the team-side at a game. Electronic copy on your phone is acceptable.
3. Referee fees as applicable, payable by home team.

On game day the Home team must provide:

\*alternative jerseys if necessary  
\*properly inflated game ball  
(game ball sizes: U6-U8=size 3, U9-U12=size 4, U13+ = size 5)

\***Referee Fees:** MAYSA league games all ref fees are paid by home team (fees below)  
\*fees are due to referee **before** start of game

## Player Registrations/Transfers

All players must be registered with your club before participating. Please contact your Registrar with any questions regarding adding players.

Players are registered for the entire playing year, 8/1 to 7/31. Some transfers are permitted between Fall & Spring. Contact your Club Registrar for more information about transfers between clubs. Player transfer requests between different clubs must be submitted to WYSA by your Club Administration

## Game Cancellations

**MAYSA does not cancel games due to weather!**

**\*Coaches should make a determination as to whether recent or current field conditions warrant cancellation of a game in sufficient time prior to the match to notify opponent and referees, giving consideration to the travel time of the opponent. If a decision is made to cancel, the home team must notify whomever assigns referees for their games (MAYSA or Club assignors) at least 2 hours prior to the match to allow the assignor time to notify the referee(s).**

**\* Even if the match is held, the referee reserves the right to cancel a game at the field due to weather or field conditions. Once the game has started, the decision to stop play rests solely with the referee. If the game is called prior to half time, the game is to be re-played in its entirety. If the game is called at halftime or any point thereafter, the game is considered a complete game and the final score stands.**

## REFEREE INFO

**MAYSA League Fees**  
(home team pays full fee):

U9-U10: \$22/\$16/\$16  
U11-U12: \$34/\$24/\$24  
U13-U14: \$46/\$34/\$34  
U15-U16: \$58/\$42/\$42  
U17+: \$68/\$48/\$48

• One envelope per Official works best!  
PAID BY HOME TEAM  
DUE BEFORE GAME

• Please contact your club referee coordinator for any questions on referee signing.

Questions? Contact Linda: lhuttenhoff@maysa.org

## SCORES

The **HOME team** is responsible for reporting scores. **You must be assigned as team admin in PlayMetrics to record scores.**



Record scores online **within 7 days** of match:

Go to <http://playmetrics.com>

1. Navigate to your Team Admin—MAYSA role by selecting it from dropdown at top left
2. Click on "Schedule" and select desired game
3. Click on "set score" and enter score

After 7 days, scores cannot be entered online and must be emailed to MAYSA at:

[scorereporting.maysa@gmail.com](mailto:scorereporting.maysa@gmail.com). Include: game #, Home team name and goals scored, Away team name and goals scored

## TOURNAMENT INFORMATION

### General Tournament Info:

In general, you will need to have the following items with you at check-in for an event (be sure to check the specific requests from any event you plan to attend):

- approved WYSA official roster
- player passes (if required by Tournament)
- liability waivers/medical release forms
- permission to travel form from WYSA (if out-of-state tourney)
- emergency contact for manager/coach during the event
- guest player form (if using guest players from other clubs) (available through WYSA)

If your team is planning to play in one or more tournaments during the season, be sure to plan ahead and check the tournament's requirements for team eligibility and documents. Many events now use online check-in so make sure you have digital copies of your materials. Organize your materials to make registering and check-in a smooth, easy process.

For a listing of upcoming MAYSA tournaments see:  
[www.maysa.org](http://www.maysa.org)

Note: MAYSA Tournaments will accept the official MAYSA League roster for tournament check-in, but many other tournaments/events may require an official WYSA roster and may also require WYSA Player passes. You will need to request these from your club registrar or club admin. Please be sure to plan ahead and give your club reasonable time to fulfill your request.

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## Coach/Manager Pass

•All team staff **must** have a Risk Management Pass through Wisconsin Youth Soccer Association (WYSA) to be on the team side during games. Your club admin can provide you a printable electronic version of your pass once you have completed all requirements. As of Fall 2018, this requirement extends to all team staff designated on the official team roster and all adults associated with teams and players in a club. Information on these requirements can be found at:

[www.wiyouthsoccer.com/member-services/risk-management/](http://www.wiyouthsoccer.com/member-services/risk-management/) or contact you club for more information.

•Every coach should also have the level of certificate or license appropriate for the team he/she coaches. The certificates/licenses indicate a level of training. Please see [www.wiyouthsoccer.com](http://www.wiyouthsoccer.com) for requirements and current class offerings. (Under 'Coaching')

## Club Pass Policy

The club pass is designated as an **intra club** pass. Club passing allows players within the same club to be used on other age-appropriate teams during league games and tournament play. All players club passing to a competitive game must have a copy of their MAYSA official photo roster or WYSA official roster to present at the game.

For the complete text on this policy (updated Aug 2013) please visit the WYSA website under Policies. Club passing is generally permitted in most tournaments —please contact the tournament for more information.

Max roster size:  
U9-U10: 14

U11-U12: 16

U13-U18: 22 (only 18 may 'suit up' on game day)

Each team **must** provide the referee with a printed copy of their approved MAYSA 'Official Roster' with jersey #s written in.

## rosters

You can obtain your roster from your Club Registrar or Admin. Team Admins can also print the roster. In your Team Admin-MAYSA role go the roster view of the team, click the "more actions button and select "print roster"

Be sure to make plenty of copies for the season and give ref a copy each game!!

## field info

- A field coordinator has been designated by each soccer club. The field coordinator maintains the schedule for the club fields. The field coordinator may also limit games or practices on the field if it is deemed unsafe or unplayable.
- Games take precedence over practices. Fields cannot be reserved for practices or scrimmages.—first come, first served.
- If you have questions about a field, please contact the soccer club associated with that field.

## GAME LENGTHS:

|           |                             |
|-----------|-----------------------------|
| 9U & 10U  | 2 halves of 25 minutes each |
| 11U & 12U | 2 halves of 30 minutes each |
| 13U & 14U | 2 halves of 35 minutes each |
| 15U & 16U | 2 halves of 40 minutes each |
| 17U & 18U | 2 halves of 45 minutes each |

## Schedule changes

Once the schedules are final, there are very few times that games should be rescheduled. See the MAYSA website for details (under League Rules and Game Day formats):

- Field conditions (by City or Club field coordinators)
- On field weather (by Referee)
- State Cup conflicts
- School Events

If rescheduling, home and away coaches, field coordinator, and referee assignor (MAYSA or Club) must be involved. MAYSA should be notified of all reschedules by your club administrator no later than a week prior to the revised date for the game.)

## Contact MAYSA:

**Allison Rafferty**, Registration & Communication, [arafferty@maysa.org](mailto:arafferty@maysa.org) ext. 301

**Chris Lay**, Executive Director, [clay@maysa.org](mailto:clay@maysa.org) ext. 302

**Linda Huttenhoff**, Referee and Scheduling Coordinator, [lhuttenhoff@maysa.org](mailto:lhuttenhoff@maysa.org) ext. 303

**Monica Silverwood**, Director of Business Services, [msilverwood@maysa.org](mailto:msilverwood@maysa.org) ext. 304

**Gavin Eagan**, Reddan Park Manager, [geagan3@gmail.com](mailto:geagan3@gmail.com)



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