

## Managers Memo

### **Do not change any form issued by LAWS**

All LAWS forms are legal binding documents and must not be changed or altered in any way shape or form. In addition, they must be filled out completely and properly, and returned at the end of each season.

### **Complete the LAWS team Registration Form**

Fill in the team registration form and turn it in. Fill this out completely.

### **Managers Duties**

Managers who fail to fulfill their managerial duties will not get their fees waived. A manager, who fails to attend 2 consecutive manager's meetings, doesn't participate in surveys, fails to provide feedback to the executive board and/or does not keep her players informed will be required to pay a player fee for the season.

### **Collect Individual Player Registrations and Payments**

Individual player registration is \$30 for full season (6 games) and \$15 for partial season (3 games). An individual player registration form and payment must be in the possession of the team manager before a player can enter the field. If a player takes the field without having the registration process completed, your team will forfeit the game.

### **Every player must sign both sides of the roster and waiver form**

Remember to have every player sign the roster and waiver before they take the field. It is the manager's responsibility to have every player sign the roster and waiver form. You can not white out, scribble out, cut or tape out any names or information on the roster form. If a mistake is made, neatly print the word "void" over the line and proceed to another line. The roster and waiver form must be completed, kept with the manager and brought to every game.

### **Player ID**

LAWS ID's will be used to check players in. Referees will be using LAWS ID's and game card to check in players before each game begins. We will be making random checks on ID's and rosters through out the season.

### **Submit registration form received after the first game ASAP**

Mail the individual player registration forms, payments and copy of player's drivers license or passport (no other ID will be accepted) to: LAWS P.O. Box 271, East Lansing MI 48826.

### **Players and Equipment**

Every player on the game card must be on your roster and have submitted an individual player registration form and payment. All players must wear numbers on the back of their shirt and covered shinguards. If wearing cleats, they must be non-metal cleats.

### **Game cards and Score Reporting**

Game cards must be filled out on the day of the game, with the names of the players that are present at the time you give the card to the referee. You must put player numbers on the game cards. Referees use these cards and LAWS ID's to check players into the game. After the game, make sure the Referee records the score and signs your game card. All game cards must be mailed in after each game. You can send them to: LAWS P.O. Box 271, East Lansing MI 48826 or hand deliver them to an Executive Board member. Standings will be based only on the game cards that are received.

### **Referee Fees**

LAWS' games are officiated using a two ref system. Each team pays \$13 per game (\$26 total from both teams) to the referees, each referee receiving \$13. Please pay your refs in cash and with exact change.

### **Injuries**

If there is an injury during the game, no matter how minor, make a note of it on the game card. What happened? Who was involved? Describe injury. Be detailed and specific. If you have concerns about a particular injury situation please contact the league administrator immediately. If you have a player that is injured and needs a refund please fill out an injury report form and send it in to the P. O. Box.

### **Other Problems or Concerns**

Your feedback is always appreciated and welcomed. If there is something that you believe is important and requires a response from the Board, you must put your comments in writing. You may put a written note in with your game cards or send an email to: [laws-soccer@hotmail.com](mailto:laws-soccer@hotmail.com)