

Beaumont Soccer Association Manager Guidelines – U10 and up



The Team Manager's job is to allow the coach to focus on coaching, by taking care of administration details.

Communications to Parents

Use the Player Group Email tool on the BSA system to email to your parents. Just beware that there is a timeout on the system, so if you are typing a long email do it in Word first.

Start of Season Email

Contact the parents of make sure they can locate the schedule on the web site, and know where the first game is. Remind that if they do not know where the field is they can check the field diagram for the field.

Request that ALL the parents be at the field 15 minutes before that start of the first game for the Parents Meeting

Remind parents of the start time of their age group

Remind parents that all players must wear shin guards and to bring a water bottle. **No shin guards = no play.**

Remind them that it can be chilly at the start of May so the players can wear long sleeves under their t-shirt that they receive at the parents meeting.

If **Player Cards** are required for your team, please notify the parents/players of the dates/time. No players will be allowed to play without a current card.

Parent Meeting

Handout jerseys/t-shirts and note the number on the team list. This will also indicate which players were there and received their t-shirt. Update the Jersey number for each player in to the BSA system. Instructions are in the Team Staff Handbook on the Team Staff Resources page.

Photo Day

The Photo Day Coordinator will contact the Team Manager regarding the specific day/time and location of the teams photos. Please make sure every parent received notification of the day/time and location of the photos.

Send a reminder email to the parents the day before photo day.

Rain-out/Cancelled Games

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Team Managers are also responsible for advising their team with respect to games cancelled at the discretion of the Referee or Coach or BSA Field Maintenance Coordinator. discretion. For 'away' games, check the coaches handbook.

Game Sheets and Scores (U-12 and up)

It is the Team Manager's responsibility to have game sheets completed prior to the game. Game sheets are supplied by the Edmonton Minor Soccer Association. Contact the Equipment Director if you need more.

The Team Manager of the Home team is responsible for entering the game score into My Soccer Office after the game.

Referee Payment (U10 and up)

Each Team Manager will be given sufficient funds to pay the presiding Referee(s) upon completion of a game when that team is designated as the home team.

A Referee Payment Sheet will be provided listing the home games. The Team Manager is to get the Referee to sign for the money on the Referee Payment Sheet. Please note in the record book if a game has been rained out or other reason for cancellation/re-scheduling. Any unused funds and the Referee Payment Sheets are to be returned to the Treasurer at season end. Funds are NOT to be used for any reason other than Referee payment.

Tournaments

Each team has available funds to assist in attending tournament(s). The amount of the Tournament Subsidy (and the claiming and reimbursement procedure) is available on the BSA web site. If the team wishes to attend more tournaments than the Reimbursement will pay for the team is responsible for paying the additional costs.

The Team Manager is responsible for registering the team in tournaments.

Post Season Commitment Form

The Team Manager is responsible for filling out and providing the Post Season Commitment form to EMSA.

Referee Liaison

If a Referee Liaison is required for the team, the Team Manager is responsible for finding one prior to the start of the game, and noting them on the game sheet.