

# Beaumont Soccer Association Manager Guidelines – U4 – U8

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

## Equipment Set-up/Take Down

One bench per team and 4 pylons. These can be accessed from the BSA shed at the field (Beau Meadow or Gobeil). Please leave the bench and pylons at the field (shed).

## 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.

## 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.

## 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.

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## Timbits Jamboree – U6 Only

Ask the parents if they wish to participate in the Tim Hortons Jamboree or just want to have a normal game day.

Let the Age Director know the decision so that they can shuffle the schedule for the teams not participating in the Jamboree.

Fill out the provided Jamboree registration form and fax, scan/email or deliver to the EMSA office at the south soccer centre. The **due date** for registration is on the Admin Calendar on the Administration Menu.