

# Team Manager Season Information & Checklist

## Pre-Season Information

A variety of information that you will need prior to the beginning of your season is outlined below. The best online reference for most of your soccer questions can be answered at [www.beaumontsoccer.com](http://www.beaumontsoccer.com) and most rules and regulation questions can be found in the EMSA rules manuals at [www.beaumontsoccer.com/resources/laws-of-soccer/](http://www.beaumontsoccer.com/resources/laws-of-soccer/).

**Initial Parent Team Meeting:** Each team needs to have an initial/first meeting in which the coach and team leader can become acquainted with all of the parents. A team manager/team parent leader needs to be selected in order to help in the selection of tournaments, plan for the whole season and assist the coaches in the pre-game routines.

**BSA Team Officials Meeting:** This presentation is mandatory! In the late spring, the Beaumont Soccer Association gives a presentation, this year it will be 15 April 2019. This presentation will provide you with all of the items that you require to begin your season. It is mandatory that either the coach or team manager be present for this presentation to get all the details for your season. The BSA Coach Handbook and general rule updates will also be discussed.

**Game schedules:** Game schedules for U11 and higher will be posted on the EMSA website at [www.emsamain.com/schedules/](http://www.emsamain.com/schedules/). For ALL teams in all age groups your schedules will be posted in your team's TeamSnap schedule by the BSA Information Management Director (IMD). It is the responsibility of each team to ensure that no subsequent changes to your initial schedule have been made such as a field location changes, timings etc.

**Uniforms:** The Beaumont Soccer Association provides the team uniforms and issues them to teams. You will be contacted when the uniforms are sorted and ready to be distributed. If during the season your team requires any missing uniform parts these can be purchased from the Equipment Director. The Equipment Director's email is [equipdir@beaumontsoccer.com](mailto:equipdir@beaumontsoccer.com)

**Playing Time:** Beaumont Soccer Association soccer is a community soccer programme and as such each player is expected to receive equal playing time. We would hope that you utilize your players to the best advantage of the individual player and your team. Keep in mind that in order for a player to develop, they need to continue their training and to have the opportunity to "touch the ball".

**Tournaments:** If you are planning to attend a tournament, please be aware that you have to inform BSA before you go. A list of the local tournaments can be found at <http://www.beaumontsoccer.com/2019-outdoor-soccer-tournaments/>.

**Field of Play:** Contact Kirsten, the BSA Administrator, at [admin@beaumontsoccer.com](mailto:admin@beaumontsoccer.com) if you have any questions concerning what fields are available and to arrange practice times and field location. Please note that there is no field usage until approx. late-April. For fields in the City of Edmonton please check at <http://coewebapps.edmonton.ca/facilitynotifications/default.aspx?args=4> for field closures.

**Equipment:** The current Equipment Director will post dates on the BSA homepage indicating when to pick up your team's game balls and corner flags and other equipment. Each team is responsible for keeping and turning in the equipment at the end of the season.

**Referee Money:** Referees no longer get paid at the field as in the past, this is now completed by Electronic Fund Transfer (EFT). Below is a list of how much referees get paid for the various age level games:

- U9 (Centre Only) **\$30**
- U11 Centre Referee **\$35**  
U11 Assistant Referees **\$20 each**
- U13 Centre Referee **\$45**  
U13 Assistant Referees **\$30 each**
- U15 Centre Referee **\$55**  
U15 Assistant Referees **\$35 each**
- U17 Centre Referee **\$60**  
U17 Assistant Referees **\$35 each**
- U19 Centre Referee **\$60**  
U19 Assistant Referees **\$35 each**

**Playing-Up Policy:** We do encourage the use of "playing up" when the situation warrants it. This is a great opportunity to challenge younger players from time to time. Please be considerate of other coaches and other team's needs as you consider "playing up" a selected player.

- If you play up, both coaches must be consulted.
- The individual "playing up" must put their rostered team first.
- Community level players may only play up to Community

**Game Sheets:** You will receive these books with your team's equipment. You will need one set of pages completed for each league game. We recommend that you as the team manager handle this job. The game sheets and EMSA player and staff ID Cards will need to be seen and confirmed by the Centre Referee prior to each game. Following each game the results must be uploaded to the EMSA website.

**Team Officials & Player ID Cards:** EMSA requires that each player and team official have a EMSA ID card; this includes coach, assistant coach and team manager. A list of who requires an EMSA ID card is listed below:

- **All U7 to U19 Community Team Officials**
- **All U13, U15, U17 and U19 Community Players**

**General Responsibilities:**

- Create and manage the team budget.
- Organize and run fundraisers for your team. (Individual teams must be granted prior approval from the BSA Board for any fundraising activities).
- Provide a team roster with names, addresses, phone numbers and parent's names to all players. (Ensure all parents are in agreement on sharing this information prior to doing so)
- Team communication. Often including managing a team calendar or the TeamSnap app.
- Act as a conduit between the team, coach and the BSA Board.
- Receive uniforms and distribute to the players
- Plan end of the season party for the team.
- Assist the team Coaches in any way needed to assure the smooth operation of your team and an enjoyable soccer experience for the players and parents.
- Have required adults complete the Vulnerable Sector Checks and coordinate with BSA.
- Along with the coach, fill out and submit tournament applications, providing the necessary rosters, documentation and fees, by the specified deadlines (usually Feb - Jun for spring/summer tournaments).
- Coordinate hotel reservations and/or travel arrangements for tournaments ASAP.
- Submit post season play confirmation to EMSA.
- Always have game sheet forms on hand and available at each game. Be sure to obtain the Centre Referee's signature. Assign a Referee Liaison for every game and have them listed on the game sheet

- Coordinate refreshments for each game. (Older players assume this responsibility for themselves)
- Have the first aid kit on hand and stocked. Provide bagged ice or other means for icing injuries.
- Place the corner flags and check the goal nets for fit and condition (all games).

Provide to the center Referee before each game:

- A completed game sheet with all Trialist forms attached. These must be completed for every game!
- Your EMSA player/team officials ID Cards.
- Referee fees (BSA Treasurer will provide this money for **Home games only** for you to give out).
- Game balls (two) (home games only). Score verification on EMSA website after each game.
- After each home league game enter the score on EMSA website. If scores are not entered, the team can be fined \$100/missed game. **Scores and games sheets are not required for U5 or U7.**
- Check to see the score is posted for Away games. If the opposing team fails to enter the score, your BSA team could still be held jointly responsible.
- Contact opposing team coach or manager, provide an explanation as to why the game must be rescheduled and agree on a couple of alternative dates and times. Please allow enough time to prevent last minute problems.
- Once you hear back from the opposing Coach/Manager with confirmation of date and time, they will make the necessary arrangements for rescheduling the game via the EMSA process. You will be notified via email as to the request and be given the chance to accept the game change.
- If you are unable to come to an agreement on a date the coach will need to contact EMSA directly.
- Upon agreement, notify your team!
- For Home games please ensure to inform the BSA Referee Assignor at [refs4soccer@gmail.com](mailto:refs4soccer@gmail.com) or by phone 780-599-0276 so that referees will be assigned to your game.

- All rescheduled games must be completed by the official end of the EMSA Outdoor season.

### Parents First Meeting

- Meeting should take place in April to organize spring outdoor play.
- Introduction to Beaumont Soccer Association and convey our philosophy
- Introduction of Players and Parents
- Technical Training sessions and player participation requirements
- Head Coach Introduction (background, history and philosophy)
- Player commitment and playing time
- Assistant coaches Introduction
- Introduction of Team Manager
- Equipment needs (sports bag, cleated shoes, soccer ball, shin guards(mandatory), water bottle, mouth guard (optional), athletic supporter (optional), extra shoe laces, team shorts (provided), team jersey (provided), socks (provided))
- Practice dates and times
- Tournament reservations and costs
- Games schedule via TeamSnap sports management tool.
- Build a calling tree.