

## *Wheat Ridge Avalanche*

### **Team Manager Duties**

Once your team has been identified, the information below will give you an outline of procedures and/or guidelines for your position as the Team Manager.

#### **Overview of Manager Duties:**

- Be main line of communication between coach/club and team parents
- Team Snap management & communication
- Reschedule games or practices as needed
- Manage Tournament registration and logistics
- Schedule and manage winter team activities (futsal, indoor, coerver)

#### **Communication Best Practices:**

**Team meeting:** Meet with Head Coach and organize a team meeting in early June to determine pre season team activities such as Team Soccer Camp and any pre-season tournaments. Determining this upfront allows the team treasurer to collect appropriate monies upfront as payment is due for tourneys/camps when the team signs up.

**Use Team Snap for All Communication:** All teams will receive a TeamSnap account, paid for by the club. TeamSnap is an online team management program for your team management. TeamSnap allows you to enter a team roster, keep track of player availability for games/ tournaments, message via email or text and it will automatically send email reminders of upcoming trainings or games that have been uploaded into the site. Managers can sent alerts, chats, or emails to team parents, as well as use the event schedule to gather votes for tournaments and travel events.

**Get Help from a Mentor Manager:** Being a first-time team manager can feel overwhelming, but we are lucky to be a very collaborative community. Let your coach, Teresa, or any member of the board know that you would like some initial support from a more seasoned manager and we will be sure to help! Most board members have been managers and/or we can connect you with the right mentor manager for you to learn from. We were each a first time manager at some point!

#### **System Information: Rosters, Team Snap, Risk Management**

##### **GotSport team management (Risk management & roster creation):**

- Go to <https://system.gotsport.com/> to create a GotSport account.
- <https://gotsport.zendesk.com/hc/en-us/articles/360038501993-UserAccount-Login>
- Risk management requirements will need to be updated through your GotSport account before the system will let you manage your team. Team managers are required to have a background check every 2 years and a SafeSport certification every year.
- Submitting SafeSport: <https://gotsport.zendesk.com/hc/enus/articles/360050389574-Submitting-Safe-Sport>
- Submitting Background check: <https://gotsport.zendesk.com/hc/en us/articles/360049592294-Submitting-Background-Check>
- Once the risk management requirements are fulfilled, you are able to manage your team. Login to your manager's GotSport account and go to "Team Management", you should see the team you manage. Click on the team, then click on Roster and you will see a list of the players on your team.

- At the top of the page is the Events pull down, click on the pull down and choose an event roster, such as Fall 2020 Centennial League. From the Events Roster you can click on player to upload their player picture and assign jersey numbers. The player picture needs to be a close-in head shot.
- **For new players only:** New players to soccer will need a birth certificate uploaded and verified by Colorado Soccer. Birth certificates need to be uploaded to the player account by the parent. If help is needed, contact club registrar.
- After CSA has approved rosters and player pictures are uploaded, then team rosters and player cards will be available for download on coach and manager GotSport account under Event Roster, Documents & ID. At this time there will be no printed player passes, virtual ID's will be used at player check-in.

### Game Management & Logistics:

#### Coordinate League Games:

- Game schedule can be found under the link for your team's league at <http://www.coloradosoccer.org/> Enter schedule on the team's TeamSnap in order to track player availability.
- Substitute players: WR AVS players need to be "club passed" or moved to your team roster by the club registrar. After the player has been moved, the registrar will create a new roster and player passes. Request a copy or picture of the substitute player's medical release to have on hand at the game.
- Home game field set-up/break down if your team is first or last to play. Corner flags, goals and the west net at Kipling field need to be in position before play. All corner flags are kept in lock boxes at the field and all coaches have a key to the lock boxes. Everything needs to be taken down and returned to the lockbox after the last game. The goals need to be locked together facing each other in "clam shell" style.
- Report game results to Colorado Soccer Association (CSA). Score reporting within 24 hours of game play is the responsibility of the home team coach or manager. ▪ Assist in handling weather considerations; (Field hotlines for away games-CSA web page).

### Rescheduling Games (per CSA By Laws & Rules):

#### Home Game Postponing & Rescheduling Guidelines:

For rescheduling requests, it is the home team's responsibility to provide three alternative dates and times as options to play. The other team can either agree to one of those dates or provide three alternatives for consideration. Once both teams agree on a date, it is the home team's responsibility to submit to the Club's field assignor a completed Game Reschedule Request Form, available on our website under Resources > Managers. Our Club Field Assignor's contact information is provided below – ask her for help as soon as you know you need to reschedule a game!

CSA has designated each Wednesday at noon prior to the weekend of play as the last day for changes to reschedule a game.

- Exceptions include family tragedy, Natural disaster, State Cup and Presidents Cup finals and semi-finals weekend.
- Should a late reschedule or cancellation occur, any payment due to the assigned referees for that game will be the responsibility of the team.
- Please make up games as soon as possible.

All make up games must be played (and reported to CSA) by the date established by CSA. If one or more games remain incomplete after the date established by CSA, then only the games completed shall be used to determine that team's standings.

#### WR AVS Guidelines for Postponing and Rescheduling a Home Game

- When possible, give at least one week's notice.
- Submit to the appropriate person a completed Game Reschedule Request Form. Contact person for game rescheduling/make-ups can be found on the last page.
- Submit a choice of three alternate dates and times, agreed upon by both teams.
- The assignor will check for field and referee availability prior to confirmation.

Scheduling the make-up games is the responsibility of the home team. To view team contacts, click on a team in the schedule and the Team Contact Information will be at the top of the page. The home team shall contact the opposing team within 10 days of the date of the cancelled game and shall offer 3 reasonable make-up dates and times. The visiting team shall have 48 hours from contact to either accept one of the three dates or offer three alternative dates and times to the home team. If not, agreement is made within 24 hours, both teams shall submit their positions in writing to the LOC, who shall decide (after the date of the last approved make-up game) the disposition of the game. For the purpose of this rule, contact with the office of the soccer club shall be sufficient as contact with the coach. It is highly recommended that you have documented proof of each contact (i.e. email, fax receipt, etc.) as CSA can only consider written documentation when making a decision.

### **Game Day Preparation:**

#### **Game Day Requirements for Rosters & Players**

- Current roster with current players and any substitute or guest players.
- Player card for every player (Virtual at this time)
- Medical release for every player
- Volunteers for field set up or take down if your team plays first or last on any given game day.

*You may need to visit the CSA web site or contact our club Registrar for the complete set of rules and regulations.*

**Roster Updates:** A roster update includes any of the following: adding a new player (must register online with our Club and pay fees, upload or provide a copy of birth certificate, and select a uniform number to register), changing a uniform number, changing a player's address, and coaching changes. All roster updates can be completed by contacting our Club Registrar.

- **Player Transfers:** A transfer occurs when a player comes to your team from another team or leaves to go to another team after they are already registered. (This does not apply to a player moving to another team within our Club). Per CSA procedures and rules, player releases are not typically granted except during the two-week transfer window in December. Releases are only granted when there are extenuating circumstances and all fees have been paid for the entire playing year.
- **Player Release:** A player is released/dropped when they no longer want to be part of the team they are registered with and are not transferring to another team. In order to be dropped, the release portion of the Member Status Form needs to be completed and turned in to our Registrar and all outstanding club and team fees must be paid.

#### **Field Closure Hotline- In Case of Bad Weather**

- The Wheat Ridge Field Closure Hotline is 303-234-5928. This number is for coaches and managers only!! It is the responsibility of the team coach/manager to notify players of cancelled games.
- Coaches and managers are encouraged to sign up for the free text message service provided by the City for field cancellations. Registering is easy, just type WRASA in a new text message using your mobile phone and send that message to 84483. You will receive a reply message right away from RainedOut.com, informing you that you have been added to that group for future text alerts. To unsubscribe, simply text STOP to 84483 and your mobile number will be removed from further alerts.
- The phone line and text messaging system is managed by the Wheat Ridge Parks and Recreation department. The City will update as to the status of our playing fields throughout the day if weather makes a field unplayable. Please do not have your parents sign up for text alerts! Sometimes although a field may be unplayable, the

coach may make alternative arrangements for a training session; therefore, if parents receive a general text that fields are closed, they may not realize the coach has other plans!

- Field closure hotline information for other clubs can be found on the CYS web site, use the "club" link to go to the organization you are looking for. Most clubs have field closure information on the home page.

#### **Portable Goal Policies**

- All portable (moveable) goals must be properly secured prior to use. It is the Head Coach's responsibility to ensure that goals are properly secured. Always set the goals with the permanent anchors provided at each of our fields. Return and secure goals (lock together facing each other) after each use.
- Please report any misuse or damage to the WR Parks and Recreation staff! We as a club always need to help maintain our fields to the best of our abilities. We have great facilities; let us help keep it that way!

#### **Tournament Registration & Planning:**

##### **Tournament Overview:**

- Soccer tournaments are weekend events typically occurring before and after the regular CSA league seasons. Tournaments are fun events for players and families alike! Teams play 3 to 5 games, that's about 1/2 of a regular season over a two- or three-day period!
- Tournament participation is at the discretion of your coach and your team! Many tournaments offer various levels of play to accommodate all levels of teams. Please coordinate with our Executive Director on which tournament level to register for. The CSA web site has a complete updated list of available tournaments, and links to host clubs, to find more detailed information look at the list of "Sanctioned Tournaments" on the CSA website. One popular tourney that WR AVS teams play in as a preseason tourney in August is the Broomfield Shootout. Prior to the spring season, teams sometimes play in the early March tourney hosted by Storm or the Pueblo Sunbelt Classic. Two popular out of town options are the Steamboat Mountain Tourney in July and the Vail Cup in October.
- If your team decides to participate, the team manager assists with team registration, fee payment, making travel arrangements, compiling required forms and player papers, etc.

##### **Coordinate Tournament Registration and Planning:**

- Register the team online through the tournament website.
- Submit the tournament fee upon registration.
- Find guest players from other clubs, or younger players from WR AVS, if needed. If using a player from WR AVS, the player can be temporarily moved to your roster by our Registrar. You will need the player pass and medical release form for guest players.
- Receive CSA approval, if needed for out of state tournaments.
- Coordinate any travel arrangements, hotel, airline, bus, van rental, etc.
- Note that for out-of-town tourneys, it is customary for the team to pay for the coach's lodging and any other team dinners or events that the team participates in.

#### **Other Logistics & Helpful Tips:**

**Uniforms:** Ensure that all parents order player uniforms at least 8-10 weeks prior to the season start. It is the parent's responsibility to order a uniform for their player by the club deadline.

**First Aid Kit w/Medical Releases:** Ensure coach has copies of all player medical forms at all training and games. (1st year - 1st aid kit may need to be purchased by team.) Medical forms can be found on our club website under RESOURCES>PARENTS. Consider creating a binder with updated roster and all medical releases to have on hand at all games/tournaments.

**Avalanche Board Representation:** It is the responsibility of the Team Manager to ensure your team is represented at the Club's monthly Board Meetings. It may be a parent, coach, or yourself. The board typically meets ten times throughout the year. Check the website for specific meeting dates and locations.

**Recruit Team Volunteers:**

- **Coordinate parent presence at practices.** It is a WR AVS policy to ensure that one parent, in addition to the coach, attend each practice. This ensures a higher level of safety for players as the parent can supervise players needing restroom facilities, help in the event of an emergency, etc. Players should never be left alone at a practice facility at the conclusion of a training session or game.
- **Tournament Coordinator:** This individual assists the Team Manager with the registration, travel arrangements, and other tasks related to the team participating in a tournament.
- **Social Director:** This position is like the "team mom." They arrange team social events such as end of season parties, team dinners, birthday recognitions, tubing trips, etc.!!
- **PCA Culture Keeper:** Establish a procedure for intervening with parents who step over the line. If parents who engage in disruptive or abusive behavior reprimanded in a timely manner, the behavior of all parents will shape up. Recruit a parent/s to be "Culture-Keepers" who will talk with parents on the sidelines about the kind of behavior that is expected.

## ***Important Contacts and Phone Numbers***

**WRASA Web Site:** [www.wheatridgeavalanchesoccer.org](http://www.wheatridgeavalanchesoccer.org) **Colorado Soccer Association**

**Web Site:** [www.coloradosoccer.org](http://www.coloradosoccer.org)

**Club Mailing Address:** PO Box 2014, Wheat Ridge, CO 80034 **WR Field Closure Line:**  
303.234.5928

**Colorado Field maps:** [www.soccerfieldsofcolorado.com](http://www.soccerfieldsofcolorado.com)

<b>WRASC Position</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Email</b>
<b>Director of Coaching</b>	Aldo DelPiccolo	303.915.7257	aldo.dp@msn.com
<b>Referee Assignor Game Rescheduling</b>	Alistair Woods	303.718.6432	ali-woody@hotmail.co.uk
<b>Executive Director</b>	Teresa Lange	303.916.6429	wr.avalanche.execdir@gmail.com
<b>WRASC Board</b>			
<b>President</b>	Cora Rice		<a href="mailto:wr.avalanche.president@gmail.com">wr.avalanche.president@gmail.com</a> ; corarice@comcast.net
<b>Vice President</b>	Brittany Fitzsimmons	720.581.2885	brittyjoy@msn.com
<b>Secretary Game Rescheduling</b>	Katie Sponseller	303.408.6031	jksponz@msn.com
<b>Treasurer/Registrar</b>	Randy Hagan	303.358.0085	randy.ohagan@gmail.com
<b>Member at Large</b>	Jamie Cornell	3036.625.3965	jamielcornell@gmail.com
<b>Member at Large</b>	Elise Neugebauer	303.618.2018	rwr400@attglobal.net
<b>Member at Large</b>	Ginny S		
<b>Member at Large</b>	Patro M		

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