



FCR MANAGERS AND TREASURES INFORMATION PACKAGE



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- Importance of the role

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3.3 Procedures by Responsibility

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- Report submission to FCR
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1. Introduction

Vision Statement

Deliver a preeminent soccer program where FC Regina players have the opportunity to reach their maximum potential, both on and off the field.

Mission Statement

Promote player development through dedicated technical personnel by creating an environment in which players strive for excellence, achieve their maximum potential, and grow a lifelong love of the game.

Core Club Values

FC Regina is guided by four foundational values:

- Loyalty
- Teamwork
- Dedication
- Integrity

Purpose of This Manual

This manual is designed to support volunteer Team Managers and Treasurers by providing clear expectations, procedures, and tools to carry out their roles effectively within FC Regina's soccer programs.

By outlining structured responsibilities, communication standards, and operational guidelines, this manual ensures that volunteers are well-prepared and confident in managing team logistics and finances. It also serves as a foundational support system that reinforces FC Regina's core values of Loyalty, Teamwork, Dedication, and Integrity.



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Ultimately, the goal is to foster a positive, respectful, and organized team environment where every player and family can thrive—on and off the field.

Team Manager – Volunteer Overview

The Team Manager is a key liaison between FC Regina staff, coaches, players, and families. This role ensures that the team runs smoothly off the field by coordinating schedules, managing communication, organizing logistics for matches and tournaments, and promoting a positive team culture. The Manager supports the overall development of the team by upholding FC Regina's values and helping create an inclusive, well-informed, and efficient environment for everyone involved.

Team Treasurer – Volunteer Overview

The Team Treasurer is responsible for managing the financial operations of the team throughout the season. This includes setting budgets, tracking expenses, collecting team-related fees, and ensuring transparency in all financial matters. Working closely with the Team Manager and FC Regina staff, the Treasurer helps maintain financial stability, allowing the team to participate in events and tournaments while being mindful of fairness, accountability, and the financial realities of all families.



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2. Team Manager Role

2.1 Role Summary

Role Description

The Team Manager is a crucial volunteer role responsible for the off-field operations of an FC Regina soccer team. Working in partnership with the coaching staff and FC Regina administration, the Team Manager ensures that team logistics, communication, scheduling, and event coordination are handled efficiently and professionally.

This role acts as the primary point of contact for families and helps bridge the gap between the technical side of the game and the organizational structure of the club. The Team Manager creates a positive, inclusive, and well-organized team environment that allows players and coaches to focus on development and enjoyment.

The role is especially vital in upholding FC Regina's core values—Loyalty, Teamwork, Dedication, and Integrity—through consistent messaging, fairness, and respectful engagement with all stakeholders.

Helpful Skill Sets for This Role

The Team Manager role does not require prior soccer experience but does benefit from the following skills and qualities:

Organizational Skills

- Ability to manage schedules, coordinate logistics, and track team information efficiently.
- Comfort using basic digital tools (RAMP, email, spreadsheets).

Communication Skills

- Clear, respectful, and consistent communicator.
- Able to convey messages to a variety of stakeholders, including parents, coaches, and FC Regina staff.
- Capable of navigating sensitive topics with tact.



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Leadership & Accountability

- Proactive and dependable in following through on tasks.
- Willing to take initiative and make decisions in consultation with coaches and club staff.
- Maintains confidentiality and promotes fairness across the team.

Teamwork & Collaboration

- Works effectively with the Treasurer, coaches, and other volunteers.
- Encourages cooperation among families and fosters a supportive environment.

Adaptability & Problem-Solving

- Able to respond calmly to changes in scheduling, weather, or other unexpected challenges.
- Thinks ahead and proposes solutions when issues arise.

Alignment with Club Values

- Embodies and models FC Regina's values: Loyalty, Teamwork, Dedication, and Integrity.
- Committed to creating a positive experience for all players and families.



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2.2 Key Responsibilities

Key Responsibilities:

Administrative Coordination:

- a. Serve as the primary liaison between FC Regina's administrative staff, coaches, players, and parents.
- b. Collaborate and Organize team schedules, including practices, matches, and events.
- c. Manage team communications, ensuring timely and accurate information flow.

Event and Match Preparation:

- d. Coordinate logistics for matches and tournaments, accommodations (hotel block for out-of-town tournaments), and equipment needs (coach to coordinate).
- e. Ensure communication regarding necessary uniforms, gear, and supplies for all events is completed within a timely manner.

Support Team Development:

- f. Encourage a positive team culture that aligns with FC Regina's values of loyalty, teamwork, dedication, and integrity. (fcregina.com)
- g. Disciplinary Support



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2.3 Procedures by Responsibility

A. Administrative Coordination

- Communication Management & Tools (TeamSnap standards)
- Schedule Management & Reassignment Procedure
- Financial and Language Assistance
- Player ID Card Management

FC Regina Team Manager Messaging & Communication Process

Purpose:

Ensure all communication between Team Managers and parents reflects FC Regina's values, fostering a positive, respectful, and organized team environment.

Communication Principles

- **Respectful Tone:**
Communicate kindly, patiently, and without blame. Focus on collaboration and understanding, especially in challenging situations.
- **Integrity:**
Be honest, clear, and accurate. Respond promptly and follow through on commitments.
- **Inclusivity & Community Focus:**
Use welcoming, accessible language for all families. Promote inclusion and encourage family support.
- **Development-Oriented:**
Emphasize player growth, team learning, and upcoming developmental events. Share coach feedback and ways families can support progress.
- **Positive & Fun:**
Celebrate successes and share encouraging messages, photos, and shout-outs to maintain a fun team atmosphere.



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Communication Tools

- Primary Platform: RAMP Messages or RAMP Groups for all team communication.

Messaging Guidelines

1. Welcome Message (Season Start):

- Introduce yourself and your role as Team Manager.
- Encourage families to monitor TeamSnap for updates.
- Offer openness for questions.
- Emphasize teamwork, learning, and community spirit.

Example:

“Hello Parents! Welcome to another exciting FC Regina season! I’m [Your Name], your Team Manager this year. I’m here to support communication and logistics so our coaches and players can focus on development and fun. Please watch RAMP for updates. Feel free to message me anytime with questions. Looking forward to a great season together! Go FC Regina! ⚽”

2. Conflict or Concern Messaging:

- Acknowledge the concern respectfully and thank the parent for sharing.
- Commit to addressing the issue appropriately.
- Offer to respond directly or connect with the relevant FC Regina contact.
- Reinforce the goal of maintaining a respectful, inclusive, and developmental environment.

Example:

“Thank you for bringing this to my attention. I appreciate your input and will do my best to address it appropriately. I will either respond directly or connect you with the right person at FC Regina who can help resolve the issue. Our goal is always to maintain a respectful, inclusive, and developmental environment for all players and families.”



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Ramp Team App Management Standards

Purpose:

Ensure consistency in communication, expectations, and engagement among all stakeholders through effective use of TeamSnap.

1. Initial Setup — FC Regina Admin Staff Responsibility

- Create RAMP Team Profile:
 - FC Regina creates official RAMP teams for each age group/team.
 - Staff assign the Team Manager and Coach(es) as administrators.
 - Team Manager is added to the FCR Manager Chat for community of practice.
- Add Rostered Players & Coaches:
 - All registered players and coaches are input into the roster.
 - Player profiles include name, birthdate, and jersey number (if available).
- Input Game Schedule:
 - All league games are entered once finalized.
 - Playoff games are added as details become available.
- Severe Weather/Emergency League Updates
 - In the event of full league game/practice cancellation FCR will notify all FCR members through a mass update on RAMP and through updating their Social Media accounts

2. Team Manager Responsibilities: Ramp Team App Management

Once granted admin access, complete the following:

- Input Practice Schedule:
 - Add all team practices based on FC Regina allocations.
 - Set recurring practice times when applicable.
- Monitor and Update Schedule:
 - Update RAMP events if there are changes (weather cancellations, field swaps).
 - Notify parents promptly of any schedule changes.
 - Confirm all event details (times, fields, attendees) are current.



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- Send Welcome Message:
 - Share a Welcome Message via RAMP including:
 - Team introduction
 - Coach & manager contact info
 - Communication expectations and parent responsibilities for using the RAMP Team App
 - How to update profiles and set availability
 - During a practice, offer to assist parents with RAMP setup and usage walkthrough.
 - Direct families without technology access to the FC Regina office for support.

Best Practices for Team Managers:

- Keep RAMP updated weekly.
- Notify parents immediately of schedule or event changes via RAMP alerts.
- Send out Attendance Reminders and ensure Uniform Colors are posted correctly
- Regularly check RSVP/availability and follow up with families who haven't responded.
- Use the Messaging tab exclusively for updates to maintain communication consistency.
- All chats involving players under 18 must include a legal guardian and coaching staff for safety.
- Set roster in RAMP Gamesheet app including adding AP Players
- Report any inappropriate content on RAMP messaging to FC Regina Administration.

If admin access has not been granted, contact:

Norma at youth@fcregina.com or Rhandi at execassist@fcregina.com



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3. Parent Responsibilities (With Manager Guidance)

Encourage parents to:

1. Update Player Jersey Number:
 - Go to Team > Players> Edit and enter the jersey number for game-day reference.
2. Review & Update Contact Info:
 - Ensure email addresses and phone numbers are current for all guardians.
 - Add multiple guardians if applicable.
3. Set Availability:
 - Mark attendance for all games and practices, especially tournaments and playoffs, to assist with planning.
 - Players who do not mark their availability within 24 hours of the game start time and a call up player is asked then the original rostered player shows up at the game. The player that failed to mark their availability will sit out the game and the call p player will play the game.
4. Enable Notifications:
 - Turn on push/email notifications to avoid missing schedule changes.

Schedule Management and Reassignment Procedure

Purpose:

To prioritize the rescheduling of games and/or practices missed due to tournaments, weather, or other valid reasons.

Team Manager Responsibilities: Submitting a Rescheduling Request

1. Review Policy:
Familiarize yourself with the FCR Scheduling and Rescheduling Policy available at: www.fcr.com/youth-forms-and-policies
2. Complete Form:
Download and fill out the Youth Rescheduling Request Form.



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3. Fill All Fields Accurately:
Include:
 - Team name
 - Contact information
 - Reason for request
 - Number of absent players
 - Original game details
4. Submit Request:
Email the completed form to youth@fcregina.com.
Include proof of fee payment if required.
5. Notify Opposing Team:
Inform the opposing team of your rescheduling request.
If unable to do so, notify FC Regina to forward the notice.
6. Monitor for Response:
Await approval or denial from FC Regina.
7. After Rescheduling is Approved:
 - Notify your team promptly.
 - Update the RAMP schedule immediately with the new game/practice time.
8. If Request is Denied or Default is Applied:
Communicate the outcome promptly to all team stakeholders.

Financial Assistance

Purpose:

To support players and families who require financial assistance to ensure participation in FC Regina

Team Manager Financial Assistance Responsibilities

1. Guide Parents:
Direct parents to the “Player Assistance Funding Opportunities” page on the FC Regina website:
<https://www.fcregina.com/content/player-assistance-funding-opportunities>
2. Advise Contact with FCR Office:
Encourage parents to reach out to the FC Regina main office directly if they require financial assistance.



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Language Assistance

Purpose:

Soccer is the world's most widely played sport, attracting players and families from diverse backgrounds. It promotes inclusion and offers opportunities to build new friendships.

Team Manager Language Assistance Responsibilities

1. Refer to Regina Open Door Society:
If a family or athlete faces language challenges, direct them to the Regina Open Door Society's language services:
<https://rods.sk.ca/programs/language/>
2. Advise Contact with FCR Office:
Encourage parents to also reach out to the FC Regina main office for assistance, as there may be opportunities to connect new families with established community members within our soccer program.

Team Photos

Purpose:

Team photos are offered during both the fall/winter and spring soccer sessions. All information and payment related to team photos is shared directly with parents and managed by the FC Regina main office.

Team Manager Photo Responsibilities:

1. Coordinate Photo Timing:
FC Regina Administration will contact you to schedule a photo time.
 - Whenever possible, coordinate the photo session before a scheduled practice or game.
2. Create RAMP Event:
Add the photo session as an Event in RAMP with the following instructions:
 - All field players must wear full game uniforms in home colors.
 - Goalkeepers must wear full goalie kits in home colors.
 - Timeliness is critical—players who arrive late may not be included in the team photo.
 - Coaches must wear FCR-branded clothing.



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Team Building Events, Windups & Team Charitable Involvement

Purpose:

Team building and charitable events offer opportunities for personal growth, fun, and the development of relationships both on and off the field.

Team Manager Team Building Events/Windups/Charitable Guidelines

When organizing or communicating about team events beyond regular season activities, please consider the following:

- **Optional Participation:**
Understand that not all families may be able to commit additional time or finances beyond the standard FC Regina season.
 - All messaging regarding team events or charitable initiatives should reflect that participation is optional and not tied to volunteer bond requirements.
- **Align with Club Values:**
Activities should reflect FC Regina's core values of Loyalty, Teamwork, Dedication, and Integrity.
 - Charity events must receive approval from FC Regina before being promoted or held.
- **Safety and Liability:**
Events outside of official FC Regina practices, games, and tournaments are not covered under FC Regina's liability insurance.
 - An emergency plan should be shared with parents in advance. This may include:
 - Qualified supervision with a minimum supervision ratio (e.g., 1 adult per 3 athletes)
 - Parent-signed liability waivers
 - Clear pickup and drop-off plans

Player ID Card Management

Player cards are only issued for out of province travel. If you are needing player cards contact Rhendi at execassist@fcregina.com . Please ensure that you are giving a minimum of two weeks notice.

Management of Parent Complaints and Escalation Process

Purpose:



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To provide a clear, respectful, and values-based framework for addressing parent concerns or complaints, ensuring they are handled with professionalism, fairness, and transparency.

Team Manager Parent Complaints Responsibilities:

Step 1: Direct Resolution with Team Manager

- Parents are encouraged to bring concerns directly to the Team Manager at an appropriate time (not immediately before or after a game).
- Managers should remind parents of the 24 hour rule before bringing concerns forward.
- The Manager will actively listen, clarify the issue, and work toward a respectful and fair resolution.
- Most issues should be addressed and resolved at the team level in the spirit of collaboration and mutual support.

→ *Timeline: Within 48 hours of the concern being raised.*

Step 2: Elevation to FC Regina Age Group Coordinator or Program Lead

- If the concern is unresolved or involves a more serious issue, the Team Manager will refer the parent to the appropriate FC Regina staff member (e.g., Youth Coordinator and Technical Coordinator for the appropriate age group).
- Parents may also escalate directly if they are uncomfortable speaking to the manager.
- The club representative will investigate the issue, review relevant details, and engage all parties for clarification.

→ *Timeline: Acknowledgment within 3 business days; resolution aim within 7 business days.*

Step 3: Formal Review by Club Leadership

- If the issue remains unresolved or requires higher-level intervention, it will be reviewed by Club Management or Technical Director.
- A written summary of the complaint and steps taken will be required for review.
- The leadership team will make a final decision based on FC Regina's policies and code of conduct.

→ *Timeline: Final review within 10 business days of escalation.*



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Step 4: Closure and Follow-Up

- A clear, written response will be provided to all involved parties summarizing the resolution.
- If appropriate, the club may follow up to evaluate satisfaction and to ensure the environment remains positive and inclusive.

Guidelines for All Parties Involved

- Respect and confidentiality must be maintained at all stages.
- Complaints involving player safety, abuse, or discrimination should be escalated immediately to FC Regina's Executive Director or the Saskatchewan Soccer Association's Safe Sport Office

Incident & Injury Reporting

1. Disciplinary communication as required by FCR (red cards, suspensions, supervision, out-of-town tournament, appeals process, fines, spectator or referee actions). All Disciplinary actions will be emailed to coaches, managers, and parents. It is the responsibility of the Team staff to ensure the discipline is upheld
2. Monitoring requirements of players who have been removed from the game. Notification to parent/guardian. It is the responsibility of the parents to monitor their player if they receive a dismissal during a game. If the parents are not at the game, then the manager will be responsible for the player until the game is completed
3. Injury Incident Report- F.A.I.R (FC Regina Action and Incident Report can be found on the FC Regina website, please fill out and send to Norma at youth@fcregina.com



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F – Facts of the incident

- Record the date, time, location, and those involved or affected.
- Include weather or field conditions if relevant.

A – Action Taken

- Immediate steps taken (e.g., first aid administered, EMS contacted, parent notified).
- Who responded, and how quickly.

I – Injuries/Impact

- Description of any injuries (minor or serious) or property damage.
- Note how the player/staff was impacted and any medical attention required.

R – Report Filed

- Ensure submission to FC Regina administration
- Include any attached documentation (photos, witness accounts, etc.).

B. Event & Match Preparation

- Preseason Coordination
- Tournament Selection and Team Registration
- Hotel Block Booking
- Cost Estimating & Filling out the FCR Managers Invoice Template
- Submitting Entries to tournaments
- Tournament Acceptance
- Tournament and Regular Season Schedule Coordination
- End of season account closure and Audit (to be completed by Team Treasurer and overseen by Team Manager)

Pre-Season Coordination

Meet your treasurer and work to setup an FCR specific bank account. This bank account will be utilized for THIS team and will be closed out at the end of the season. This will keep all money separate from your personal banking account and will ensure that it can be audited while maintaining your personal privacy.



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Create an email specifically to be used for FCR. This email can be used year after year for managing your teams. Ex. JohnDoeManager@gmail.com. This will allow the email to grow as you grow in your manager positions and will allow you to keep things organized.

Secure your team spreadsheet that includes all player legal names, birthdates, and information.

Tournament Selection and Team Registration

Purpose:

Participation in tournaments is a highlight for many players and families. It provides opportunities for additional game experience and further opportunity to spend time with their teammates. Tournament participation is optional and comes at an additional cost to families. This procedure outlines the steps a **Team Manager** must follow when entering a youth team into a sanctioned tournament. It ensures alignment with **FC Regina standards**, Saskatchewan Soccer Association (SSA) policies, and club values of **Loyalty, Teamwork, Dedication, and Integrity**.

Manager Responsibilities for tournament selection:

Identify tournaments your team would like to attend with your team staff (coaches etc.). Confirm eligibility of the tournament (sanctioned by SSA or CSA). Review tournament deadlines, rules, playing surfaces, and costs. Ensure you have your team roster spreadsheet from FCR that includes player names, birthdates, and numbers (you will need for tournament registration)

<https://www.fcregina.com/category/3611/Sanctioned-Tournaments>

Note:

U7 and under- generally do not travel. Local opportunities are prioritized.

U9-U13- generally select travel tournament (within province) and seek 1-2 local opportunities.

U15-U17- may select travel tournaments within province and/or out of province. Will also seek local opportunities.



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Why select sanctioned tournaments:

- Player and team insurance coverage provided by SSA that includes liability and accident insurance for any players, coaches, and teams
- Non-sanctioned tournaments often do not include formal coverage which leaves participants financially and legally vulnerable in case of emergency.
- Sanctioned tournaments provide certified referees that are trained under national standard
- Sanctioned tournaments count towards player eligibility and development tracking (ie. Post secondary team scouting, etc.)
- Provide roster checks to ensure all players are eligible for play
- They must meet the SSA standard for field quality, emergency plans, concussion
- Follow discipline and recourse SSA standards
- Coaches are bound by Respect in Sport Standards and the Canada Soccer Safe Sport Roster requirements

Non-sanctioned tournaments often provide opportunity for game play and come at a lower cost for entry and geographic convenience but come with some addition trade-offs. IF you are looking to enter a non-sanctioned tournament, please reach out to FCR administration for advice as to insurance etc.

Identify Needs and Costs in Preparation for registration to ensure you can communicate these to your team.

Hotel Block Booking

Purpose:

Most hotels allow for reserving a bank of rooms for teams or groups that include a reduced rate. Each hotel is different in how they structure their group bookings.

Manager Responsibilities:

To reserve a block of rooms for your team to book, you will need to contact a hotel directly to make arrangements. The block will be held for a determined amount of time. After that time, rooms will be released and can be booked by any other public users. It is customary that there is



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no fee to booking a block of hotel rooms. It is important that this is confirmed with the hotel directly prior to booking the room block.

Things to consider when booking a hotel block:

- Hotel selection should consider the following: Price, cleanliness, location, safety, free parking. It should be prioritized to select hotels that are affordable for families of varying financial means. Continental breakfast always a benefit.
- When considering numbers of rooms for hotel bookings calculate the number of families and multiple by 1.5. This will allow for additional coverage for diverse family structures.
- Call hotels directly to reserve a block of rooms. Work with the hotel staff to ensure that the rooms are cancellable at no charge in the event that the tournament entry is not accepted. Ensure you communicate the tournament confirmation date to the hotel and work to provide 7 days after the tournament approval for booking. The terms for the booking should be provided to parents for review as they will be their responsibility for upholding.
- Priority should be given to room selection with 2 queen beds, non-smoking, and the ability to roll in a cot. This will meet the needs of a variety of family sizes.
- Hotel block booking information to be provided to families along with the invoice for tournament registration.
- FCR team managers should NEVER book hotels on behalf of families. Each family should book their own room to ensure they are responsible for all accidentals and management of booking.
- Hotel block bookings are on a first come first served basis. If a family fails to book within the identified timeline for availability, they are responsible for any additional rates/fees and may not get a booking at the same hotel as the team.
- Families can book elsewhere for accommodations to meet their personal needs unless specified by the Team Staff.



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Cost Estimating & Filling out the FCR Managers/Treasurer Invoice Template

Purpose:

To utilize a consistent template to estimate and communicate costs with families. This template is to be utilized by ALL FCR to ensure fairness and consistency of expectations.

Manager Responsibilities:

Building your budget with your treasurer:

1. Download the FCR Manager Template
2. Enter in all information in appropriate fields. See FCR Manager template for information on how to fill out EACH of the fields.
3. Review the document with coaches and your treasurer prior to sending to families to ensure all calculations are correct.
4. Poll families to determine how many entries are expected. You can provide rough estimates of costs based on full team attendance. Families should be made aware that these numbers may change slightly at the addition or reduction of players. An update of cost estimates can be sent out after confirmation of exact number of players.

Once players have confirmed their attendance:

1. Send out FULL FC Manager Template to all parents/team contacts. This includes invoice, terms and conditions, and hotel block information.
2. Families are responsible for reading and responding to all documentation. It is recommended that you make yourself available to provide assistance IF required during a regular scheduled practice.
3. IF you require additional players for your tournaments, please contact your FCR youth coordinator to request players. These additional players will be responsible for all tournament entry fees etc.



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Receiving of funds and tracking

1. All e-transfers are to be transferred directly into the team bank account. Do NOT withdraw any of the funds.
2. Using the spreadsheet of players provided by FCR, your treasurer and yourself will track WHO on the team has paid for the tournament and ensure that payment in full has been made.
3. Ensure accessibility for view of bank account provided to the team treasurer as well as shared access to the tracking spreadsheet.
4. All tournament fees to be collected Up Front. IF you are not accepted into the tournament, funds will be refunded to families in a lump sum at the end once all entries have been confirmed.

Submitting entries to the tournaments

1. Submit entry to the tournament following each individual tournament registration instructions. Be sure to read the rules of entry to ensure you are ready for managing them.
2. Application for player cards by emailing a list of your full roster including first and last name as well as birthdates to Rhendi at execassist@fcregina.com please ensure you give a minimum of 2 weeks advance notice. Player cards are only needed for out of province travel
3. IF e-transfer is not immediately available for registration, contact the tournament host directly to attempt to pay tournament fee via e-transfer. This allows for direct transfer from the team bank account for visibility as well as can avoid credit card fees. Some tournaments/clubs require Credit Card to be used. If this is the case, the FC Manager Template has taken this into consideration, and you will be responsible for paying via credit card and will be refunded for the payment including the Credit Card processing fee.



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Tournament Acceptance

1. Continued communication with families regarding tournament status' is required.
2. IF accepted, enter in all tournament schedules into RAMP app when available. Please pay close attention to location and field assignments. Playoff rounds should ALSO be included (if applicable) into the RAMP app and marked as (NOT YET CONFIRMED) in the title.
3. Each Tournament has a different set of check in rules. Please read the tournament rules carefully and plan to attend team check-in prior to gameplay as directed in the tournament package

Tournament & Regular Season Schedule Coordination

1. IF you have a regular season game while out of town for a tournament, submit a game reschedule request to FCR and ensure they notify the opposing team.
2. IF you have players not attending the out-of-town tournament but available to play in a regular season game, notify FCR youth coordinator to request their reassignment to an alternate team to provide them with continued opportunity for development. Player's families and team coaches should be included in this email to the FCR youth coordinator.

Continued Assistance and Support for Families and Coaches

1. Provide regular updates as to tournament entries and status'. Communication of tournament rules to families (link to tournament webpage if available)
2. Continued monitoring of team email and bank account to ensure all is in order
3. Updates prior to EACH tournament with any additional information. Ex. Field changes, time changes, field type changes (sport court vs. turf)

End of season Account Closure and Audit (to be completed with Treasurer)

1. Complete the end of season account closure checklist
2. Send all documents for Management Closure to FCR email XXXXXXXX with subject: XXXXXX
 - a. All bank statements for the month
 - b. Excel sheet that tracks player fees / coaching expenses etc
 - c. Invoice / receipts of tournaments as proof of payment



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C. Team Development Support

- Promoting Club Values
- Disciplinary Process
 - Red cards
 - Suspension protocol
 - Communication during disciplinary situations

Promoting Club Values

Managers are responsible for promoting club values. You can play a role in doing this by in all interactions with your team, parents, players, and FCR staff:

Communicate Respectfully – Use positive, supportive language with players, parents, and officials.

Encourage Inclusivity – Welcome all families and help them feel part of the team community.

Support Dedication – Promote regular attendance, effort, and commitment to practices and games.

Foster Teamwork – Solve challenges together and celebrate team achievements.

Model Integrity – Be honest, reliable, and follow through on commitments.



FCR MANAGERS AND TREASURES INFORMATION PACKAGE



3.Team Treasurer Role

Purpose:

- a. Manage team finances, including creating and maintaining a budget for events and tracking expenditures.
- b. Ensure timely collection and submission of any fees or dues related to team activities.
- c. Maintain accurate financial records and provide regular updates to team stakeholders.
- d. Coordinate with FC Regina on financial reporting and ensure compliance with club [policies](#).

Budget Standard

1. This document outlines the teams' financial needs and how it will be used.
2. This aligns to the FCR policy around additional costs for team personal regarding tournaments/game travel policy and can be found [here](#)
3. Templates provide as a standard
4. Standard allowances are made for the following:
 - i. Bank fees
 - ii. Meals
 - iii. Hotel
 - iv. Milage
 - v. Field rentals
 - vi. Referee fees
 - vii. Tournament entries

Tracking Standard

1. For milage standard fee is found in the FCR policy [here](#)
2. When tracking milage google maps will be used and will run from the main city (ex- Regina) to the tournament headquarters for tracking
3. All costs to be tracked by manager and checked by treasured ensuring the team remains in a positive standing



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Bank account and privacy standard

1. No personal information is to be shared with the team and individual invoices will be made /sent around any asks of the financial transactions
2. An overall breakdown of team personal, tournament costs, milage and meal allowance to be accounted for with specific

Standard for issuing payment

1. Payment is to be collected via e-transfer upon communicated deadline
2. Failure to send funds will jeopardize the individual (or team) from entry (pending agreed upon terms and conditions between team management and coaches

Refund standard

1. If/when a refund is required it will be sent back to the original email address/phone # that it was obtained from, there are no exceptions

Record Keeping and Dual Authority Standard

1. Financial transactions are to be done in dual authorization
 - i. Failure to obtain a treasurer will forfeit the team's ability to enter any other game related opportunities other than league games
 - ii. Two to sign account is to be used to minimize fraud and provide transparency between coach, team manager & treasurer
 - iii. Monthly reconciliation to be done
 1. Review of entries
2. Escalation process (funds not received)
 - i. Send a final email to all parties including the youth coordinator (youth@fcregina.com) outlining the amount owed and a reasonable hard deadline for the fee payment to be made



FCR MANAGERS AND TREASURES INFORMATION PACKAGE



End of season account closure standard and submission of record keeping

1. Upon the closure of the last game(s) the account will be closed within 7 business days
2. Any unclaimed refunds 30 days after transfer is made (if applicable), will be donated to a non-profit organization related /affiliated to the club
3. Complete End-of-Season Accounting Checklist