



TEAM MANAGER HANDBOOK

Welcome to the team manager role at Fort Saskatchewan Soccer Club! As a team manager, your primary responsibility is to ensure the smooth organization of coaches, parents, and players throughout the season, allowing our coaches to focus solely on coaching. While the beginning of the season may require a bit more time commitment, once things are up and running, your tasks will become more streamlined. Here's an overview of your main responsibilities:

TeamSnap Management:

Set up and regularly update TeamSnap for the team, including initial setup, entering games and practices, and ensuring health check-ins before every game and practice when necessary. Each coach will have access to manage the account, and additional managers can be added as needed.

Administrative Duties:

- ✓ Handle any paperwork received from the EMSA league, primarily occurring at the start of the season.
- ✓ Arrange parents' meetings as requested by the coach.
- ✓ Collaborate with the coach to schedule pre-season practices and manage any rescheduling needs throughout the season. For schedule changes, contact Carol at info@fortsasksoccer.ca.

Tournament Coordination:

- ✓ Survey parents regarding their availability for tournaments.
- ✓ Register for tournaments, explore accommodation options for out-of-town events if applicable, and collect fees.
- ✓ Manage the collection and return of damage deposit cheques for jerseys. Distribute jerseys at the beginning of the season and collect them at the end, returning them to the equipment shed on designated equipment return days.

Game Day Preparation:

- ✓ Complete game sheets before each match and submit scores according to the league's procedures.
- ✓ Ensure all players have EMSA ID cards; assist those who don't have them in obtaining them with Carol's assistance.
- ✓ Obtain signatures from players and parents on code of conduct forms.
- ✓ Appoint a referee liaison and bench parent if required.
- ✓ Communicate any parental concerns to the coach.

Required Training:

All team managers **MUST** complete the Respect in Sport for Activity Leaders course, as sanctioned by the Alberta Soccer Association. The cost of the course is **\$30.00**, and managers will be reimbursed after submitting the receipt to info@fortsasksoccer.ca. You can register for the course



Contact Information:

If you have any questions or concerns throughout the season, please don't hesitate to contact Brendon at tmanager@fortsasksoccer.ca.

Thank you for taking on this crucial role in our soccer community. Your dedication and organization are invaluable to the success of our teams. If you need any further assistance or clarification, feel free to reach out to us at any time.

Best regards,

Brendon

Fort Saskatchewan Team Manager Director

Why be a Team Manager?

1 Reimbursement of Volunteer Deposit

One of the perks of being a team manager is that you will receive 100% of your volunteer deposit back at the end of the season. This reimbursement serves as a token of appreciation for your dedication and contribution to the club. It's our way of saying thank you for your valuable service.

2 Leadership and Community Involvement

As a team manager, you have the opportunity to step up as a volunteer and community leader. Your dedication to organizing and supporting the team demonstrates your commitment to the well-being of our soccer community. By volunteering your time and skills, you contribute to the growth and success of our club.

3 Support Your Team's Success:

Team managers play a crucial role in ensuring that coaches, parents, and players are organized and informed throughout the season. By efficiently managing administrative tasks and logistical details, you directly contribute to the team's ability to focus on training and competition. Your efforts help create a positive and supportive environment for everyone involved.

4 Personal Growth and Development

Serving as a team manager offers valuable opportunities for personal growth and development. You'll enhance your organizational and communication skills, as well as your ability to collaborate effectively with others. These skills are not only beneficial within the context of soccer management but also in various aspects of your personal and professional life.

Joining us as a team manager is not just about fulfilling a role; it's about becoming part of a supportive community dedicated to the love of soccer and the growth of our players. Your involvement as a volunteer is truly valued and appreciated.

Thank you for considering this opportunity to make a difference and be a part of something special at Fort Saskatchewan Soccer Club.



Required Training
◀ *Scan Here*

EMSA Portal log-in for printing game sheets and inputting game scores.

Click Here



Player Code of Conduct Form

Click Here



Parent Code of Conduct Form

Click Here



BRENDON LAMARCHE

Team Manager Director

✉ tmanager@fortsasksoccer.ca