



Blitz Academy FC Team Manager Manual



Thank you for taking on the role of team manager for your child's team. The players and all of us at BLITZ ACADEMY FC appreciate your willingness to volunteer!! **The Team Manager is the liaison between the coach, parents, players & the club.**

Team Managers take care of the administrative duties of a competitive soccer team as well as being the focal point for communication between the team families, the coach & Blitz Academy FC.

Every team is required to have a team manager!!

In a nutshell, team managers take care of the 'off-field' duties so the coach can focus on the 'on-field' duties.

Team Manager Duties:

- **FIRST STEP – Get registered with the club as a manager & completed your BACKGROUND CHECK & SAFE SPORT. ** REQUIRED ****
(Contact Club Registrar to get this process started).
- Support the coach by direction all questions concerning player selection, player positions & playing time to the Coach.
- Keep the team organized and running smoothly by communicating practice information and game schedules through team snap. Must work with parents to ensure that player availability is kept up to date for all games & practices.
- Keep the “pulse” on the team and parents by listening and passing concerns on to the coach.
- Maintain all records & information relevant for games/tournaments (player cards laminated, medical releases, recording game scores)
- Work with Club Registrar to register players & collect any paperwork.

- Enter Game Scores 24HOURS after the match was completed.
- Attend Club Manager Meetings
- Tournaments – Must enter, complete check-in etc.

Player Registration: Assist Head Coach in getting all players registered.

- A Club Registrar can send you a list of registered players per birth year.
- If a player is missing, contact the family to offer help.
- Once registered, you can add that player to your roster in Got Sport (see Roster Document)

Team Snap:

- This is our MAIN source of communication. The Club has provided an account for each team, and this is the ONLY team snap permitted.
- ALL players must be listed.
- Set availability to YES (must be done on a computer)
- Communicate with parents that attendance to all scheduled events is expected, but if they have a conflict and need to miss they must change their availability.
- Encourage all parents to have the APP & turn on notifications.
- ALL player personal INFORMATION must be set to **PRIVATE**.
- Make sure YOU are added to the Blitz Manager Team Snap.
- All club info shared in the Blitz Manager team snap MUST be shared in your individual team snap.

Creating Player Cards:

- Schedule a time to take head shot pictures of your players at the BLITZ Office in front of the Blitz backdrop.
- Log into GotSport and upload the new pic into the player account.
- If your player has multiple accounts, contact the club registrar for assistance in adding their pic to the most current account.

Finding Player Cards:

- Log into system.gotsport.com
- Click on Team Management

- Find your Team & Click on it.
- Click on Team Registration (top bar)
- Find your League Association Registration (example 22/23 Oklahoma Soccer Registration) and click on the BLUE ROSTER button to the far right.
- Click on DOCUMENTS/IDS
- Click on PLAYER IDS
- Save PDF to your computer & print a couple of copies of the cards.
- **TIP:** If a player is missing, this means there's a problem & they were not saved to the roster. Contact registrar.

Fundraising: All teams are encouraged to fundraise. The club has 3 Fundraising events each year. All families should be encouraged to participate in these.

- Team Fundraising – GOAL is to raise enough money to cover all of the team dues/expense. *** All fundraising ideas MUST be submitted to the club for approval prior to launching the fundraiser. EMAIL requests to blitzfundraisers@gmail.com (responses will be sent in 48hrs)
- Club Fundraisers –
 1. Casino Themed Dinner & Auction Night. Details will be out in the summer, and all teams will be required to attend an informational meeting & contribute a themed basket to this event. Teams &/or players can earn \$ directly to their accounts from their fundraising efforts.
 2. Club wide raffle takes place each fall for Amazon gift cards & the players can earn AFC gear based on sales.
 3. Annual Golf Tournament in the Spring. Date will be set in the fall, with details for earning potential coming out in Jan.

Team Information: Each manager should have an organized system for keeping up with all the team documents. We recommend that all documents be saved to a GOOGLE DRIVE that

can be shared within a few minutes to the coach at any time.. In addition, a binder or folder with certain documents is needed.

- **All player cards should ALWAYS come to the fields.**
- **Player Cards** must be laminated, hole punched and put on a ring.
- **TIPS:** Make 2 sets of these in the summer. Mardel has a laminator in their teacher's department. Costs under \$2. Walmart sells wallet size lamination pouches, that are handy to have for last minute card replacements.
- Even if your coach prefers to use the virtual cards for check in, we require that all teams have a hard copy of the laminated player cards available just in case. Make sure there is also a card for yourself and coach.
- Birth Certificates/Medical Releases – These must be accessible. They can be at the field, in your car or saved in your team google drive, where they could be accessed immediately if needed.
- **For League Games** – A MATCH CARD must be at every match.
HOW to FIND the MATCH CARD
 - Log into system.gotsport.com
 - Click on TEAM MANAGEMENT
 - Click on Matches (on the left)
 - Search for your team/league & find the appropriate match.
 - Click on the 3 dots to the right of "status" & choose "Print Match Card"

Using Team Snap:

- This is our main source of communication throughout the club & to the teams.
- Make sure ALL trainings for the year are added to team snap, and training top color. Put a start & end time.
- Let parents know, that it is their responsibility to keep up with the changes in team snap, and their own players

availability. A text or phone call is expected to the coach or manager for any changes within 48 hours of a kick-off for a game. If a player can't make a training last minute, they should change availability and send a private team snap chat or text to the coach or manager (not in the entire group chat).

- For Games – include location, opponent, arrival time, uniform color etc.
- **Uniforms:** Home Games – WHITE / Away Games – BLACK Training tops may be worn for warm up. Discuss with the coach & put these details in snap). **Bring all uniform items to all games.**
- Start a Photo Album for Complex Maps- This way after you have added it once, it will not need to be added again.
- During Games – Utilize TeamSnap Live to update scores and the time in the game. This can be assigned to any parent on the team.
- Remind parents if needed, that the team snap group chat should NOT be used for sharing opinions on games, coaching decisions, and quality of the referees. If you have a personal question that does not pertain to their entire group, please contact that person directly.

Game Day Responsibilities:

HOME GAMES:

- **Bring** Ref \$, Printed Match Card, Laminated Player Cards to the Coach prior to the game. (Discuss with your coach prior to the season, if he/she would like you to give them these items at each game to check in the team, or if they would like you to come do the check in with the referees.
- **Referees will need to be paid prior to the match starting.**
- **AFTER the GAME** – Collect the game card (signed by refs and each teams coach) Make sure you have the player cards for the next match.

- At Haikey/Alsuma – If there is not another team warming up for your field, make sure to take the flags down and put them up. Alsuma (have your coach put them back in the container) / Haikey (place them behind the building)
- Upload the official match day report and enter the games/match score within 24 hours of match completion.

AWAY GAMES:

- If out of town, **pay your coach per diem PRIOR to game day.** Coaches are to be paid mileage BOTH directions to any games out of town. Blitz follows the current IRS mileage rate. This is always updated on the website (resources tab)
- **Bring** Printed Match Card, Laminated Player Cards & have access to the rest of the team docs.

League Schedule & Reschedules:

- OSA (Oklahoma Soccer Association) will have a Fall & Spring timeline listed on their website.
- Games will first be dropped to each club. Each match will have an assigned DATE & the home/away teams will be set. Each club will schedule game times based on fields & referee schedule.
- Once these games are posted, you are able to reschedule any of the games that don't work for your team (based on your coach conflicts & tournament schedule). Opposing teams can do the same.
- Please utilize the CHAT option in Got Sport to communicate with the other team. It is YOUR responsibility to be in communication with your coach and the managers for your coach's other teams, to come up with the best dates for the match.
- Once you have set a new game time (have 2 options ready), send those into the club to request approval.
- **GAME TIMES:** We schedule games at 9am, 11am, 1pm, 3pm & 5pm only for 9v9 and 11v11. 4v4 & 7v7 will be scheduled

based on what works best for our referees, but we will do our best to accommodate the request.

League Game Reschedule Instructions:

- Send Email to: blitzreschedules@gmail.com
- Subject: TEAM NAME & MATCH #
- In the email send the following information
 - Original Game Date & Time
 - Match #
 - Opponent Team Name
 - New Game Date & Time (send 2 options)
 - Confirm that opposing team has agreed.
- A NEW date request must be at least 7 days before the actual date. If it is within a shorter time, we will still look at it, but will need to check with our ref assignor PRIOR to approving the match.
- **Cancellations due to illness, low roster etc.** - MUST BE DONE 4 days prior to the match, or the referee fee still needs to be paid.

Scrimmage & Field Requests on Practice Nights:

- Haikey Creek is available.
- Email: blitzreschedules@gmail.com to request a field

Club Player Pass (CPP)-

- This process should be coordinated with the team coaches but completed by the team manager to ensure the team has everything needed for the player to be eligible to play. The manager should communicate with the player either individually or add them to TeamSnap so that they are aware of all team meetings, field numbers, game times, and arrival times. The Team Manager requesting the guest player is responsible for contacting the other Blitz Manager and collecting the following items so that they are available.

- Player Card
- Player Birth Certificate
- Player Medical Release Form

Guest Playing with Another Club:

By registering to play with Blitz Academy FC, the parent and child has signed an agreement to complete for our club for a 12-month term in most cases. Our national and state governing body requires players to have permission from the club, in which he/she is registered, to guest play for another soccer club. The rules have been created by our national governing body of the US Club & USYS and our state governing body of OSA. Our Club is a member of these governing bodies and therefor has agreed to abide by these rules set forth by all USCLUB/USYS/USSSA.

The Player Loan Policy (guesting with another club) for Blitz Academy FC is as follows:

- The Club needing the player to guest play must ASK for our player to guest play through the coach.
- The Blitz Coach makes the decision on whether a player can guest play and will communicate this to the team manager.
- If approved, the manager will need to get the appropriate documents to the team borrowing our player.

Player Injuries:

In the event a player is injured at a game or practice, please assist the coach in communication with the player's family. In the event that insurance is needed, please refer to www.oksoccer.com All insurance info is in the FORM section of the website.

Social Media:

- Make sure you follow up on all outlets ----->
- Share these with your families!

- We want to highlight your teams accomplishments on Social Media
- Email pictures, videos, accomplishments or anything fun that your team is doing to blitzacademyfcsocial@gmail.com
- Remember to add #WEAREBLITZ to your posts!!

Inclement Weather Policy:

- Our top priority in any weather-related decision is our players' safety. Our goal is always to play through no matter the weather conditions. However, if weather forecasts, field conditions, or driving conditions jeopardize our players' safety, we will cancel. The Club Staff & Referees make the final decision on whether the conditions are safe or not for practice and for play at the game.
- Blitz Academy FC reserves the right to cancel training sessions when our players' safety is at risk. Reasons for cancellation include but are not limited to; limits to freezing temperatures (estimated to be below 32 degrees) severe weather warnings, lightening, tornado warnings, high wind warnings, high temperatures, and unsafe field conditions.
- Our goal is to communicate cancellations as soon as a decision is made. We strive to make a decision by 3pm during the week and 6:30am on the weekend. We recognize this affects carpool schedules & long commutes, so we will do our best to stick to this schedule. We often wait until these times to make a decision in hopes conditions will improve and allow us to play. Most of our rented fields are governed by other entities (example: Alsuma/Haikey) who determine whether fields are open/closed & these entities often don't inform us of field decisions until after 2:30pm
- In the case of lightening, Blitz staff on duty will alert teams if trainings are cancelled or there is a delay due to lightening.
- Games/Facilities – can make the closure decision based on lightening.