

Anthracite FC Team Manager Responsibilities



Teamsnap

- Entering Events
 - Games
 - Training
 - Team Events
 - Club Events
- Communication
 - Reminding Players/Parents to Update Availability
 - Sending Reminders/Alerts when there is a change in the schedule

Gotsport

- Creating Rosters for Games/Tournaments
- Printing Match Cards for League Games
- Communicating with Opponent & Coach to Schedule League Games
- Make sure you are listed as a manager and have all your clearances in Gotsport in order to be officially approved and receive communications from leagues, tournaments, and opponents

Gameday

- Print Match Cards for League Games
- Bring Referee Fees
- Team Managers ARE NOT to be on Sideline with Players & Coach

Support

- **Executive Director:** Brendon Weinhardt - Bweinhardt@anthracitefc.org
- **Director of Coaching:** Zachary Shiposh - Zshiposh@anthracitefc.org

These should be done ASAP:

1. Load all training sessions, tournaments, team outings into Teamsnap. Make sure your parents are marking the availability of the players when you load them.





- Feel free to reach out if you need help creating events

Once the league schedule is released:

1. Speak with your head coach to discuss the following:

- Expectations of who will reach out to opponents in Gotsport to schedule games
- Expectations of who will look for and request field availability.
 - We will create an internal shared Google Sheet where coaches and managers can view and request field space
- If your coach has multiple teams it's best to coordinate with the other team manager(s), if applicable, to ensure the games do not overlap dates and times for your coach.
- **Be proactive** in scheduling games to maximize field availability, get ahead of any conflicts, and possibly schedule doubleheaders for away games in a certain area. (IF you don't mind the slight competitive disadvantage to playing a second game in a day while opponent may have only played 1)

2. Put ALL games into Team Snap.

- Primary roster players should preferably mark  or . If they are a "?" they should message the coach to explain.
- If Training Players are available for Games or Tournaments they should update their availability as a "?", if they are not available a . If the team needs players, Coach will reach out to the players who are updated as "?" to play, if they can indeed play and Coach has invited them then they should update to 
- When you are adding games be sure to put the address of the field and any details sent from the opponent in the notes. Be sure to also put the color of the uniform the team should be wearing for the games as well. Home = Red, Away = White.
- **For All Games at Hillside Park:** Make sure you message the opponent that no tents or chairs are allowed on the turf. You can stand on the sideline, or you can use a tent/chair outside the fence of the turf.

Once the season starts:

1. It is best if you have a folder to hold the documents you will need for each game and tournament:

- Bring 3 copies of the roster to each game
- It is also important to have copies of the player passes, or ID cards.
- Referee fees for each game. This will be picked up from Brendon the week of your game(s). There will be a set amount given to the head referee and the assistant referees.
- Bring a Match Card with updated gameday roster

2. Send a reminder via TeamSnap team chat the day before your game to make sure everyone is aware of the time your coach wants the players to arrive and the address of the field.

3. We highly recommend making Live Updates to the game in Teamsnap so the parents who are not there can follow the action! To do this, click the game in Teamsnap, Click the Live/In Progress button, then you can edit the score, create a timer for each half, and if you can message who scored and assisted plus

other major events (penalty save, goal line clearance, etc.) This makes everyone that couldn't make the game feel like part of the action!

- This does not have to be a Team Manager responsibility, if you want to share this info with the other parents, it is something everyone can access!

Tournaments:

- When I register teams you are included on any email correspondence that goes out after they are registered. Some of the correspondence will include the deadlines for waivers and rosters.
- Prior to the start of the tournament you will need to make sure your roster for the tournament is loaded and updated to who will be playing in that tournament.
- If the tournament requires waivers, you will need to be sure that parents have signed the waiver prior to the tournament.
- You will need to see if the club holding the tournament requires you to reserve rooms through their designated registration system. This should be listed on the web site for the tournament. If so, you will want to block out the amount of rooms per the amount of rostered players on your team. You can then post the information of the blocked rooms in your TeamSnap team chat. If there is no room registration requirement then you can search for rooms that can be blocked out for your team with hotels in the area of the tournament and then you can post that information in your team snap team chat. (You can also designate a parent on your team to do this as well)