



ASC Manager Role: Overview & Resources

Overview of Manager Duties:

- Line of communication between coach/club and team parents: aka Public Relations
- Playmetrics management & communication
- Reschedule games or practices as needed
- Manage Tournament registration and logistics
- Schedule and manage winter team activities (futsal, indoor, coerver)

Best Practices:

- Complete your Risk Management requirements (background check & Safe Sport Certification) ASAP! You can't do any of the technical manager jobs without it.
- Use the manager network! We ALL help each other- constantly.
- Get help from other team parents for gathering funds, purchasing team equipment or hosting team building events. Don't do it all yourself!
- Use Playmetrics for EVERYTHING
- Reach out to the board or Kasee/Ali for help when you need.
- Force regular communication with your coach in whatever method works.

Links to Bookmark:

- [Playmetrics](#) - Where ALL team/club/CSA communication/schedules/requirements move through this year
- [CSA Advanced League info](#) (schedules, standings, rules, etc)
- [CSA Sanctioned Tournaments](#)
- [Avalanche Soccer Club website](#) - Will grow w/resources this next year
- [GotSport](#) - Where many tournaments require registration

Important Dates/Timeframes FALL 2024:

- July 29th: Week that practices start
- August 9th: CSA Advanced League Schedules Post
- August 9-17th: Week to reschedule any/all games that conflict with team schedules w/out a fee
- August 24th - November 10th: When all FALL games need be be played and reported
- October 4-6: Vail Tournament Weekend
- October 10-14: DPS Fall Break
- October 17-20: Jeffco Fall Break
- October 20th: Black & White Ball- Avalanche Soccer Club Fundraiser
- November 10th: Last day to play any games

Game Rescheduling Guidelines:

You will most likely need to reschedule at least one game each season. Reschedules happen during the week after game schedules have been posted, and can feel difficult due to the amount of moving parts required to reschedule each game (field/coach/player availability, delayed communication, etc). **Work with Katie Sponseller, Club Manager, to get any home**



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games rescheduled ASAP! When initiating a home game reschedule request, we try to provide three alternative dates and times as options to play to the away team. Once both teams agree on a date/time, each team confirms the change via email and within Playmetrics. If you aren't able to get a response from another team manager or coach, reach out to Alastair or Kasee to get involved.

Exceptions to the reschedule window include: family tragedy, Natural disaster, State Cup and Presidents Cup finals and semi-finals weekend. Should a late reschedule or cancellation occur, the team will be charged a fee by CSA and the club to account for the cost of re-assigning referees. 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.

Game Day Requirements:

- Request guest players as needed at least 2-3 weeks in advance. Any changes to your roster can be completed by contacting our Club Registrar (Randy Hagan).
- Get your rosters finalized and printed (and emailed to your coach) the Wednesday prior to each game! Have a paper or electronic Medical release for every player.
- Double check field location address details to assure all players can arrive at the field on time.
- 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 any field issues/misuse/equipment issues to club staff: Katie/Kasee/Ali/Coaches
- 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.

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 canceled games and practices. In theory it's updated daily by 2-3pm. NO notification means fields are open.
- All weather-related game cancellations are determined by the home team's park management (ASC follows Wheat Ridge Parks & Recreations guidelines).

Tournament Overview:

- Tournaments are fun events for players and families alike, and participation is determined **independently** by each team and coach.



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- Many tournaments offer various levels of play to accommodate all levels of teams. **Please coordinate with Alastair Woods, Director of Coaching, to determine which tournament and which level to register for.**
- 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.
- Receive club leadership (Executive Director and/or Director of Coaching) CSA approval, if needed for out of state tournaments.
- Coordinate any travel arrangements, hotel, airline, bus, van rental, etc.
- 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.

Team Volunteers:

- ASC policy to ensure that **one parent, in addition to the coach, attends 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.
- **Team Building/Team Culture Support:** Having a parent or two help you coordinate team dinners, team bonding events, and/or help manage parent behavior on the sidelines is always a great help. The more parents you have helping you, the more adults become invested in the long term health of the team.