



# 2022 CBSC OUTDOOR TEAM MANAGER HANDBOOK

**Thank you** for volunteering to serve as team manager. Your role is vital to the success of your team and our Club. This manual outlines expectations for our team managers throughout the soccer season in order to optimize the experience for all players. The team manager is responsible for the administration and coordination of the team's activities and communication between the families, coaches, and the Club. You are critical to the success of the season and positive experiences of the families involved. Your work helps to make our Club run smoothly and the players to have a great year.

## **CONTACT INFORMATION**

<b>Name</b>	<b>Contact</b>	<b>Role</b>
Nathan Cicoria <i>Executive Director</i>	Nathan@calgaryblizzard.com	Director of Operations & Administration
Ramon Mifflin <i>Boys Technical Director</i>	Ramon@calgaryblizzard.com	Boys Program and Coach Development; Adult Programs
Diogo Raposo <i>Girls Technical Director</i>	Diogo@calgaryblizzard.com	Girls Program and Coach Development; Adult Programs
Cedric Bovon <i>Boys Core Development Manager</i>	Cedric@calgaryblizzard.com	Boys Player Development
Stu Baker <i>Girls Core Development Manager</i>	Stu@calgaryblizzard.com	Girls Player Development
Logan Ellis <i>Reach Development Manager</i>	Logan@calgaryblizzard.com	Reach Player Development
Tayla Cowan <i>Foundations Development Manager</i>	Tayla@calgaryblizzard.com	Foundations Program Development, Community & School Programs
Jackie Martin <i>Marketing &amp; Communications Director; Foundations Sport Operations</i>	Jax@calgaryblizzard.com	Foundations Sport Operations, Communications, Marketing & Corporation Sponsorship
Lucy Woo-Leong <i>Membership Services Coordinator</i>	Lucy@calgaryblizzard.com	Registration and administration. Player eligibility, PowerUp & Demosphere coordination.
Tanissa Schell <i>Sport Operations Coordinator (Girls); Equipment Coordinator</i>	Tanissa@calgaryblizzard.com	Girls Sport Operations, Team equipment & Jersey Coordination
Karly Sawatzky <i>Sport Operations Coordinator (Boys); Practice Field Booking</i>	Karly@calgaryblizzard.com	Boys Sport Operations, Gym & Field Practice bookings, Volunteer Coordinator

## **SOFTWARE AND APPS YOU NEED TO BE SUCCESSFUL**

### **Teamsnap:**

This is the hub of your team. Teamsnap will be your team's primary source of information and communication for practice times, tech sessions, games, and general updates. Calgary Blizzard SC will provide each team with a Teamsnap for the season. Once you have access to your teamsnap, you will enter your game times from the CMSA Website and practice session times as coordinated with your head coach and practice field bookings coordinator.

Manager Responsibility:

- Enter Games and/or any game revisions into TeamSnap including location, arrival time (30-45min prior to games) and what kit players are expected to wear.
- Entering team training sessions once confirmed with the field booking coordinator and/or head coach
- Remind parents to mark their availability for each training session and game as far in advance as possible.

**Teamup:** (we will trying something new this season – TeamUp will not be used this outdoor season)

### **Powerup:**

Calgary Blizzard Soccer Club uses powerup as their database software to manage registration and rosters. By now, you will have been added to your teams' roster on Powerup and can login as an official team representative. This is your most trusted source of information for your players birthday, CMSA number, and contact information.

### **Demosphere:**

This is the CMSA Software used to manage all of the league data. As a manager, CMSA will send you login information by e-mail which will allow you to use the admin function of the software. This is where you will check your roster for accuracy, add jersey numbers, print games sheets and find useful contact information for other teams in your division.

Here is a link on how to use Demosphere as a Team Manager: [Demosphere Team Manager Link](#)

## **BEFORE THE SEASON STARTS**

### **SET-UP DEMOSPHERE**

#### **1. Login on using the Team Manager Link**

- a. You will need to enter your email address and request a pin. If you get an error at this point, you will need to connect with [Lucy@calgaryblizzard.com](mailto:Lucy@calgaryblizzard.com) to ensure you have been properly added to the roster.

#### **2. Follow the instructions in your Demosphere Team Manager Link**

- a. Under Team Admin>Roster in goalline check to make sure that all players have a completed CMSA Waiver, Proof of Age and CMSA ID number. A small box will say 'INEL' on the roster sheet if the child has not completed one of these requirements. Waiver emails are sent from CMSA to the parents e-mail address on file. If a player has an 'inel' waiver, please ask parents to check their inbox or junk mail. If parents cannot find the waiver e-mail, **please contact our registrar, Lucy**, to have the waiver resent. Without a completed CMSA Waiver and Proof of Age a player is ineligible to play.

**3. Enter Jersey Numbers**

**4. Check Team Official Status**

- a. Ensure Coach, Assistant Coach and Manager have a valid CMSA ID Card, Respect in Soccer Certificate, and ECPIC (Police Clearance).
- b. <https://www.calgaryminorsoccer.com/coach-manager/police-clearance>
- c. <https://www.calgaryminorsoccer.com/coach-manager/respect-in-soccer>

**FOR ANY PROBLEMS WITH PLAYER REGISTRATION, INELIGIBLE PLAYERS OR TEAM OFFICIALS PLEASE CONTACT OUR REGISTRAR, [Lucy@calgaryblizzard.com](mailto:Lucy@calgaryblizzard.com)**

## GET PHOTO ID CARDS

All team officials for U9-U19 (Coaches, Assistant Coaches and Managers) require a CMSA Photo ID Card. For games, there must be 1 Card carrying Team Official present. This Team Official must be listed on the game sheet and have Eligible Status stated on the game sheet. Referees will ask for CMSA Photo ID at the start of each game.

All Players U11-U19 require a Photo ID Card. CMSA will host Photo ID Card days at the start of the season at the Calgary West Soccer Centre. For More information on to obtain a Photo ID Visit: <https://www.calgaryminorsoccer.com/league/cmsa-id-cards>

Team managers should collect the players cards from each player and bring to every game. Digital copies are not accepted.

The cost of the ID Card is \$10.

## EQUIPMENT AND UNIFORMS

Tanissa Schell is our Equipment and Uniform Coordinator: [Tanissa@calgaryblizzard.com](mailto:Tanissa@calgaryblizzard.com)

All equipment and uniforms will be picked up from equipment coordinator. Specific days and times will be announced by email for pick-up of Jerseys, balls, pinnies, cones, goalie equipment and first aid kits.

· **Training Kit:**

- o All new players received new black socks, black shorts and a black training top at evaluations. This kit is to be worn to all club training sessions. If you have any

players that missed picking up their training kit, please contact Tanissa. If players want Extra shorts/socks/black tops they can be purchased from Kicks Sports.

- **Home Game Kit:**
  - o Tier 1: Orange Jersey. Orange shorts. Orange socks.
  - o Tier 2-4: Orange Jersey. Black shorts. Black socks. Orange shorts and socks are optional for tier 2-4, but can be purchased by the team from Kicks Sports
  - o For those needing Orange short and socks, please compile a list of sizes for your team and email it to [Frank@kicksports.ca](mailto:Frank@kicksports.ca). Make sure to include you team name and age group. Shorts and socks are approximately \$50 for the set.
- **Away Game Kit:**
  - o All Tiers: Blue Jersey, Black shorts, Black socks.

It is the responsibility of the Home team to change to a non-conflicting color. *Ensure that players carry their alternate jersey with them at all times.*

## CONFIRM YOUR TEAM SCHEDULE

- **Practice Days:**
  - o Our Bookings Coordinator for team practices is Karly Sawatzky. Her contact is [Karly@calgaryblizzard.com](mailto:Karly@calgaryblizzard.com)
  - o Practice days and locations are assigned based on requests from team coaches. These days will be communicated to you by your coach. *If you need to reschedule or cancel a team practice, requests can be sent to Karly.*
- **Technical Training; New this season!**
  - o Your teams technical training schedule will be added directly into your Teamsnap schedule by your technical leads and operations coordinators. Any changes will be changed directly in your schedule.

## BE READY FOR GAME DAY

### GAME SCHEDULES

- o Game Schedules will be released by CMSA on October 25<sup>th</sup>. Your team schedule can be accessed through Demosphere or on the main facing CMSA Website. Add these games to your teamsnap.

### GAME SHEETS

- o The Team Manager needs to bring 3 copies of the game sheet to each game. These can be printed off the CMSA webpage through Demosphere with your username and password. It is important to have all 3 copies filled out including Coach name/ signature AND Field marshal name/signature.
- o Any team official or player with 'inel' next to their name are ineligible to play and must be crossed off the roster. If they are ineligible it means they either haven't submitted their proof of age or completed the waiver that was emailed to them from CMSA. They cannot play until they are eligible.
- o All 3 game sheets are given to the referee at the beginning of the game. One will be returned to you at the end of the game with the score. For U11 and above, the winning team is

responsible for reporting the score in Demosphere. Please use the Demosphere Manager Link for instructions.

- o In the case of a tie, the home team needs to report the score. Game scores should be input within 24 hours of a game, preferably immediately after a game. No scores are kept or reported for U10 and below.

## FIELD MARSHALL

- o Each team will be required to provide a parent (or other adult spectator) to be the 'Field Marshal'.
- o All teams are provided with orange arm bands which must be worn by the individual.
- o The Field Marshal is expected to remind the parents from their team that negative comments will not be tolerated.
- o **The Field Marshal needs to sign their name to all 3 game sheets.**

## CALL-UPS

- o If your team is short players for a game, you will need to call-up players from another team for help. The rules for call-ups are dependent on the specific age group and tier. Please see the CMSA Rules and Regulations Document (page 24) for rules specific to your team. <https://www.calgaryminorsoccer.com/league/rules>
- o For all teams, a player who is registered with CMSA may play up for a total of six (6) games per team in any one season during regular and play off competition.
- o You will need to write the players name, CMSA ID number, as well as the number of times the player has played up with your team onto all three copies of the game sheet.

## RESCHEDULING A GAME

- o CMSA has a very strict game rescheduling policy.
- o The team requesting the game to be rescheduled will be responsible to cover the costs of the field and referee for the rescheduled game. A \$30 CMSA Admin fee will also need to be paid.
- o The Reschedule form as well as Detailed Instructions and requirements for rescheduling a game can be found here: <https://www.calgaryminorsoccer.com/coach-manager/rescheduling-procedure>

## **WHAT ELSE SHOULD I KNOW?**

### VOLUNTEERING FOR BLIZZARD

During registration, a \$100 volunteer fee is collected by the club from each family. There are numerous ways to have this \$100 refunded back to your Blizzard Powerup Account.

- **Club Volunteer:**
  - Throughout the season the Club will post available volunteer positions on our [signup.com](https://www.signup.com) account.
  - Club volunteer duties will require a minimum of five hours to be considered for a credit.

- Please note that if volunteers do not show up for their shift, or cancel with less than 24-hour notice, they will not receive the volunteer credit.
- The Club will make every effort ensure a variety of volunteer duties are available for all members but cannot guarantee that a member's preferred duty or volunteer time will be available.
- The Signup.com link is always available on the website here. Please share this with your families. [CBSC Volunteer Sign-Up](#)

**Team Volunteers:**

Position	Description
Coach	· Assume head coaching responsibilities for the team
Assistant Coach	· Assist the coach with team duties (ideally two per team)
Team Fundraising Coordinator	· Coordinate team fundraising events to help offset costs for tournaments and extra training and fitness
Team Manager	· Assist coach with any team management duties; organize parent volunteers for team volunteer opportunities
Team Tournament Coordinator	· Coordinate and manage the team's tournament participation including travel arrangements
Team Treasurer Team Social Event Organizer	· Manage the team's finances for tournaments and other activities · Plan one or two social events during the season for player and/or parents

**SOCIAL MEDIA**

If referencing your team on Twitter, Facebook and other social media, all players, team officials and parents should be respectful of Blizzard players and of other clubs. To have your teams success shared from the main blizzard social media accounts please send them to [Jax@calgaryblizzard.com](mailto:Jax@calgaryblizzard.com)

- Please use the hashtag #TheOrangeWay in any social media posts and tag the main Blizzard account.
- Follow Blizzard on Twitter @BlizzardSoccer\_ and Instagram: Calgaryblizzardsoccerclub

**TEAM FINANCES**

Team financial accounts are a team activity and team responsibility. Blizzard assumes no liability or responsibility in the management of team accounts. Teams should discuss a budget at the start of the season as teams will require funds for items such as:

- Tournaments
- Team social activities
- Hotels and travel costs for non-parent coaches
- Team apparel

It is up to the team's discretion to determine amount of cash call (upfront cash from parents) and/or fundraising requirements.

## **BLIZZARD GEAR**

Kicks sports is the sole provider of Blizzard Wear. They have Club jackets, sweatshirts, practice shirts, backpacks and toques available for purchase. These can be purchased by individuals or teams and customized with initials/name.

**The use of the Blizzard logo on any club gear produced outside of Kicks Sports is strictly prohibited.**