



HSA Select Team Manager

April 2019

Thanks for serving as the Team Manager for your HSA Select Soccer Team! It's fun, it's easy, and you get to keep all the trains moving on time.

Time Commitment

- A few hours at the beginning of the season to get everything set up
- 15-30 minutes per week once the season gets rolling

Biggest Responsibility - Team Coordination

Make your life easier by using an online tool designed for managing sports teams! HSA uses Bonzi (now called TeamConnect), but several team managers have a strong preference for [TeamSnap](#) which is super easy to use, both from a computer or mobile device. Costs about \$90/year and can be funded as part of team fees.

TeamSnap allows you to:

- Update and maintain the team roster
- Enter, adjust, and notify team of the game and practice schedules, locations, and times
- Track player availability for each game, practice and social event
- Send messages to the team via email, text, or alerts
- Create a live, game-time "chat" to keep score, capture highlights, and communicate with those not on the sidelines
- Track scores and standings, and who has signed medical release form
- Upload photos, delegate assignments, track money collection, and a million other things

General Administration – The coach takes care of what happens on the field; the Team Manager deals with everything else.

- Register online for Summer Tournaments, [North Puget Sound League](#) (NPSL) Fall Season, end of season [Founder's Cup](#), and any other event in which the team decides to participate. Each event will have its own website and online instructions for registration.
- Check with the coach about which division the team will play in the NPSL, and coordinate with the HSA Select committee (newly-formed teams usually start off in the lowest division). NPSL holds a "team placement meeting" in late July (a HSA Select committee rep or HSA Select DOC attends on behalf of all teams and communicates our desired divisions of play).
- Work with the Team Treasurer to ensure payments are made. HSA pays centrally for the NPSL season and reimburses for tournaments up to \$1000/team.
- Work with the coach to create and laminate player cards. Some info can be found [here](#), but it may change year to year. HSA Select will print the player cards once the rosters are set and players are age verified. Then the linked instructions will kick in and each team needs to get the pictures taken and assemble the cards.
- Set up your team page on the NPSL website (coach & manager contact info, jersey colors, team photo, etc). NPSL sends out information before the start of the season with all the instructions and details you need to know.
- Track your team's standings on the NPSL website and ensure families know how to do so.
- Remind families to update their game and practice availability so the coach knows who to expect.



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Scheduling

- NPSL will communicate your game schedule (date of game and opponent) shortly before the start of the season. Team Manager's work with HSA VP of Admin, Tim McMonigle (timpatmc@gmail.com), to arrange home fields, game times, and referees.
- Communicate regularly with Tim if home games shift or something in the schedule changes so that he can provide field options.
- Enter the locations, time, and other necessary info into the NPSL website by following their instructions. You'll get notification when your opponents do the same for your away games.
- Enter the schedule into TeamSnap (or other tool) so your families know where to go!
- Do the same for any tournaments, friendlies, or other scheduled events.
- Update and alert your families to changes as needed

For Each Game

- Prior to the game, contact the opposing team manager or coach to double check game details (location, time, parking issues, jersey colors, where coach/players and spectators are located on the sidelines, and any other pertinent info).
- Bring player cards to be verified by referees or at tournament check-in
- Print off copies of the required [rosters/game sheets](#) to be verified by referees. NPSL has a specific form, as do many tournaments.
- Maybe keep score and share highlights during the game with the "Live Event" chat feature on TeamSnap for family members who can't be there
- Enter game results into the NPSL website and TeamSnap

Jack of All Trades

- Work with the coach or with parents on any issue that comes up.
- Work with coach and families to set up a team bonding event early in the season, such as a team pool party or picnic in the park.
- Scan Teamsnap before each game and alert the coach if it appears that you don't have the number of players you need for games.
- Work with other teams to try to call up subs if necessary – younger age groups may play up in certain games/tournaments. If a guest player is used, ensure that the jersey # does not conflict with a "regular" player on the team. If you need a guest jersey/kit, contact Sherry Cromett (sherrycromett@gmail.com) to borrow a kit from the HSA Select program.
- Rally your parents to attend HSA Select events.
- Proactively share information as you receive it so families know what's going on!
- Have fun and enjoy the season!

Resources:

NPSL, <http://www.northpugetsoundleague.org/>

WYS tournaments, <http://www.washingtonyouthsoccer.org/tournaments/>

TeamSnap, <https://www.teamsnap.com/>