

Checklist for Team Managers

First: Thank you for taking on the role of Team Manager!

This position keeps the coach, players, and parents all on the same page. You are the ombudsman of the team.

- ***Send out an email introducing yourself to the team as soon as possible; your first team meeting will be during the 1st or 2nd week of practice depending on player attendance rate.***

Your first team meeting will be at your first practice. We are dedicating at least 15 minutes of the practice to bring together the parents and players to talk about the season determined by coach.

- ***Schedule time to meet with your coach.***

Meet for coffee/breakfast/lunch etc. Learn your coach's philosophy and how he envisions helping players grow this season.

What specifically does the coach want you to do as team manager? How can you provide more leverage to him/her? What ideas do you have for helping him/her? What is best way to communicate - email or text? (Be aware that many coaches use texting as their primary means of communication, and don't respond as well to emails.) Schedule regular monthly check-ins in your calendar at the start with the following agenda:

- (a) how is the season going from each of your points of view - strengths and opportunities,
- (b) what should we try different, if anything
- (c) do we need to reinforce any particular messages to players or parents
- (d) anything else to discuss / ideas to float.

- ***Introduce yourself to your Sensei of Team Managers.***

If your Sensei (see Team Manager Q&A) hasn't yet introduced his/herself to you, please be sure to reach out and introduce yourself. Your Sensei will be a valuable resource to get you up to speed on the particulars for team

management, and can give you insight into your needs and what you can expect.

- ***AAU Only:***

What's needed: (a) Proof of birth (copy of birth certificate or passport), (b) copy of report card with proof of what grade they're in (or other proof of enrollment with student's name, name of school, school year, grade), (c) copy of AAU card, and (d) copy of picture ID (school). Alternatively, they can scan these and email them to you in advance.

Some parents don't want to show grades. Explain you just need something from the school that shows: name of school, school year, grade, players name.

Send an email to the parents who have missing papers. Set up a couple of dates that you will be at the team practice to collect the papers.

It is fresh on parents' minds to do this at the beginning of the season. Later on it is very hard to collect, and you will end up scrambling before a tournament that requires such documentation.

The faster you get the documents and set up your team book the better!

This will be the most time-consuming item. Once it is set up you will not have to think about it again except to remember to bring to all tournaments.

P.S. You should have a backup copy of the team book documents in a shareable repository, such as Google Drive or Dropbox. That way, in case you (or your backup Team Manager) forgets the team book, you or your backup can use your smartphone to display the team documentation to tournament officials, and print out at a local printing shop as needed.

- ***Schedule a team bonding party for the players as soon as possible.***

Ideas: Rockin' Jump Teen night on Fridays, pool party, someone's house, bowling, mini golf. Movies do not work for the first team bonding event, would rather recommend watching a movie at someone's house.

A team bonding party should happen at least 2-3 times during the 4-month season. Some of these events can be Team Esface club-wide events to which the team decides to go and meet up there as a team.

- ***Set up A Groups Text Chat (Group Me) with Parents***

Set up a group text chat for your team. Applications such as Group Me are great tools.

- ***Put Jersey #s on TeamSnap***

Make sure you have all uniform #s on TeamSnap.

- ***AAU Only: Set up the team book***

- Use a three-ring binder.
- Get a plastic clear sleeve for each player.
- Inside the sleeve put copies of: aaU card, birth certificate, report card or student picture ID or proof of grade.
- Take a sticky note and put on the front of the plastic sleeve their jersey number.
- Take a black sharpie and write their jersey number in the upper right hand corner of their clear plastic sleeve.
- Organize the book by jersey number. Not alphabetical.

- ***Set up TeamSnap***

- **You will be invited to TeamSnap, so please check your email. You will be managing this program for your team.**
- Team Esface has already set up your TeamSnap with basic schedule information. Team Managers are responsible for making any changes or updating information on TeamSnap for their team.

- Enter practices as “practices” (via Teamsnap events). Include a link to the web page that contains the practice information.
- Enter clinics dates as “clinics” (via Teamsnap events). Include a link to the web page that contains the clinic information. Note that clinics may end on a different week than practices.
- Enter each tournament as four “games” (at least two for each day of the tournament) with the following fields you can update as more information known:
 - Opponent = [name of tournament] TBD - e.g., “Oakland Soldier Bay Classic TBD”]
 - Extra labels = “Game 1,” “Game 2,” “Game 3,” and “Final”
 - Time = TBD (leave blank)
 - Location = gym site if known, otherwise name of city as placeholder so parents know how far to travel that day (P.S. Keep in mind that tournaments may hold games in a city nearby the home gym site, e.g. Daly City or South San Francisco if home gym is in San Francisco)
 - Duration: ~ 50 minutes (so that you can later enter in results in a timely fashion)
 - Arrival time: at least 30 minutes before the game
 - Notes: Include the tournament name, date(s), URL to the tournament website, and URL to the Esface tournaments list.
 - When tournament information is known:
 - Add address to the actual gym location, so that parents can bring up the associated map when viewing.
 - Home teams wear white uniforms; away teams wear non-white unis.
 - Add URL link to the schedule / bracket for your team.
- Ask Mike for dates of club affiliation events (potlucks, other) and enter them as “events”
- Preferences and Settings:
 - Unique Team Subdomain (via Manager > Public Access): verify the subdomain that you wish to use (e.g.

esface2015aau6thblack.teamsnap.com). This will be used for your team mailing list.

- Team Email Address (via Manager > Public Access): determine whether you wish to allow everyone on your team to use the team mailing lists, and whether a Reply gets sent to “All” or just to the sender.
- Team Availability Preferences (via Availability > Availability Preferences button):
 - “Don’t let players change availability close to the game” - it is recommended that you check this box, and use a time limit of 36 hours. This prevents last minute changes to availability where the coach and you both get caught unaware. Teamsnap will NOT notify you of changes to availability state. Therefore, with the availability locked close to game time, families will need to inform the coach and you directly of any changes, so that you can act accordingly.
 - “Availability notes are viewable by everyone on the team” - up to you.
- Welcome Message on Home Page: you can add a message from the Team Manager (sample below):

Welcome to
Team Esface <x>th Black or TrueLeague
Spring Summer 2018 Season!

Notes from the Team Manager:

- Please provide **at least one phone number** that can also receive text messages. This phone number will also be used for travel tournaments, where a group text will be set up for communications.
- <Coach Name> will be our coach; <Assistant Coach Name> will again be our assistant coach; <Team Manager name> will be the team manager.
- Be sure to update availability on Teamsnap for tournament games and for practices.

- If your son / daughter cannot a practice because of conflicts, please let <coach/team mgr> know in advance directly.
- For each day of a tournament, **please be specific** about when your son / daughter is / is not available during the day (via Availability Notes). That way, we can immediately convert Availabilities into lineups for each particular game when the tourney schedule comes out (normally by Thurs evenings). e.g. "available 12-4pm" or "soccer game until 10am; there by 10:30"
- After we establish the rosters on Thursday evening / Friday morning for the weekend tournament, we normally lock Teamsnap for further availability updates. If there are last-minute availability changes at that time, please contact <coach & the team manager> directly, so that we are aware of roster adjustments to be made if needed.
- If it helps you to get parent volunteers to help please see the roles below:
 - Director of Team Communication (Parent-Admin Liaison via email/text/call if needed)
 - Director of Statistics (Stats and Shot Chart at games, 2 parents needed)
 - Director of Health and Nutrition (Snacks in accordance with our Nutrition curriculum)
 - Director of Binder Coordination (collecting report cards and birth certificates)
 - Director of Media (Photos and Video capture and upload)
 - Director of Transportation (arrange carpooling)

- ***Make sure Teamsnap is updated with family contact information (including phone number).***

Make sure that each family provides a phone number that also accepts text messages. The phones will be needed for times when you need to determine whether a player will make it to the game on time, or when a player is hurt and the parent isn't on-site. Also, for travel tournaments, you will need a text number for each family to set up a group text for communications.

- ***Make sure TeamSnap is always up to date with practices and games.***

Ask team to update Availability tab twice/week as courtesy to your coach. They can fill in an entire season's availability at the beginning, then just log in weekly to update based on illness or dentist appointments, etc. Remind the team to add Availability Notes if only available for a partial day, so that you can convert those notes to actual availability for a particular game when the schedule comes out.

- ***Send out emails as needed.***

First, you are the personal conduit for Team Esface to the parents on your team. As Team Esface works at its organizational goals, we may have Team Managers ask parents if they have specific skills, knowledge, or contacts to help out. You may be the relay point and rallier in this endeavor.

Second, encourage other parents to use the “Messages” tab in Teamsnap to ask for carpool help or locating a lost jersey. They can email the team, too, using the team mailing list provided via Teamsnap.

Inform parents of the following Teamsnap features:

- Subscribe to Teamsnap calendar. The “Subscribe/Export” button on the Schedule tab provides information on how parents can subscribe to schedule updates. Note that there can be a 24 hour delay for updates to propagate to the calendar data feed.
- Team email addresses (under Messages tab, “+ New Email” button): team mailing list will be listed in the box to the right, which can be used from your own email program to send emails to the appropriate team members.

- ***Tournaments***

Make sure to keep the team informed of when games are at the tournament. The schedule can change. Set up ahead of time the communication route. TeamSnap and group text seem to work best. Send communication two ways, ie: TeamSnap and text.

Arrange to meet in lobbies when applicable and car pool.

Have lunch together as a team when you are at away tournaments. You can delegate lunch location responsibility ad-hoc to a parent.

- ***Black Club Only: Book plane tickets early for the Portland Tournament***

Encourage team to book plane tickets as soon as possible for travel tournaments. Be sure to get clarification first from the Director of

Operations for date/time of first game, date/time of possible last game (championships), and any pre-/post-tourney Esface events.

Southwest doesn't charge change fees to move to another date / time (you pay the fare difference), and doesn't charge change fees if you decide to "cancel" your trip - the full price will be kept as credit for use up to one year from purchase date.

- Portland Tournament February 14th - 18th
 - Recommend families to fly in by the 14th.
 - Academy wide event on Friday the 15th.
 - Games will be Saturday, Sunday, Monday.
- ***Meet with your Coach at the end of the Season for Season Recap***

Meet up with your coach to go through your season and understand what the best practices are for next season.

Have a great season!!!