

**Oklahoma Celtic Manager Handbook**

**Team Manager Job Description:**

As Team Manager, you’ll be the leader of the team in getting registration completed, coordinating uniform orders, communicating game schedules, working with opponents regarding reschedules, having the game cards ready for league matches, organizing team entry in tournament play, and keeping the team records.

The team records include registration information, family contact information, and player cards. While this may appear overwhelming, and you may be asking yourself, “what did I sign up for?”, you can be certain that other Team Managers have had the same concerns.

So, rule number one is don’t hesitate to ask your fellow managers questions and to seek out a mentor to work with. There are also resources within the club as well as organizations outside the club which have information you’ll need to access.

**Help is needed:**

Just because you’re the Team Manager doesn’t mean you’re a one man/woman band. The number one thing to remember is that you are a partner to your Coach and that they carry the main responsibility of the success of the team.

Your coach should be involved in, if not leading, every decision of the team. Additionally, as the Team Manager, you’re empowered to delegate. Many hands make light work, and while not everyone is willing to go all in and volunteer to be manager, it is often the case that you can find other parents who are willing to take on specific tasks. Below are a few items you may want to consider delegating…

* Travel Coordination – Someone who will help with the hotel arrangements and coordination with families if your team decides to attend an out of town tournament.
* Fundraising – a parent who is willing to step up and coordinate fundraising opportunities for the team.
* Social Media – a parent who is willing to take pictures and share updates about the team to our marketing group for social media.

**Team Manager’s Role in Registering Players:**

Helping to get the players who have been assigned to the team officially registered is one of the key roles of the Team Manager. It generally falls to the Team Manager to direct all families to get their players registered online, that the parents FULLY complete the forms, that registration payments are paid, and uniforms have been ordered.

Please remember, although it is the Team Manager’s responsibility to coordinate collection of the Medical Release forms and copy of player’s birth certificate, completion is ultimately the responsibility of the PARENTS. Do not run yourself ragged trying to accommodate parents. If they miss a deadline, it is their responsibility to bring the information to you.

You will work directly with Jessica Knehans throughout the registration process.

**\*\*Players cannot practice until they are registered AND the forms are completed for your use.\*\***

Jessica will go through a short video in the manager meeting to show you where to store all these documents and how to upload them onto gotsoccer.

**ORDERING UNIFORMS:**

If you have a new player they can go to soccer.com, click on ‘my team’ and search for the ‘Oklahoma Celtic’ team store. In order to choose a number they will go and look at the team they are on and any other teams in their age group. They will then need to pick a number that is not listed and email jessica@oklahomaceltic.com with the following information:

* The team they play for
* Their name
* The number they would like
* Best email address

Once they do that we will build them in soccer.com and send a link to order. You can also go online through the team store at any time after you are put in and search by team and player.

**Club Player Pass PLAYERS (cpp):**

For OPC to OPC Teams: Players can club player pass between teams in their age group and teams in the age above if appropriate. This is a simple process in which you, the manager, will be in direct contact with jessica@oklahomaceltic.com. The deadline for adding guest/CPP players is **WEDNESDAY @5pm** for that weekend, so please be on top of your attendance for games.

Info Needed:

* Player Name
* D.O.B
* Team name From & To
* Game #

For ECRL to ECRL teams: Boys and Girls ECRL Directors will be in charge of moving players from team to team so please contact them.

For OPC to ECRL teams: Players from OPC teams will need to register in TGS for this to happen. You will need to contact jessica@oklahomaceltic.com directly to start the registration process then the directors will add you into the team you need to be on. This needs to be done at least week in advance as TGS takes a while to approve players.

**Got sport:**

Got Sport will be primarily used for OPC teams. It will be utilized for:

* Registration (Work with Jessica) jessica@oklahomaceltic.com
* Document upload (Work with Jessica) jessica@oklahomaceltic.com
* CPP (Contact Jessica) jessica@oklahomaceltic.com
* Tournament Check in for OPC teams (Manager will be responsible)
* Game Day cards (Manager responsible)
* Game day Rosters (Manager Responsible)
* Score Uploading (Manager Responsible)
* Background check and Safe Sport - Every manager needs to go in and do this

**TGS:**

TGS will primarily be used for ECRL teams. It be utilized for:

* Registration (Work with Jessica) jessica@oklahomaceltic.com
* Document upload (Work with Jessica) jessica@oklahomaceltic.com
* CPP (Contact Director) niall@oklahomaceltic.com / andres@oklahomaceltic.com
* Tournament Check in for RL teams (Manager will be responsible)
* Game Day player cards (Manager responsible)
* Game day Rosters (Director Responsible)
* Score Uploading (Director Responsible)
* Background check and Safe Sport - Every manager needs to go in and do this

**OPC GAMES:**

For OPC game day there will be a checklist that you will need to follow:

 - Print Game Day Card

* Bring Player Cards (I would advise parents to make a copy of each card)
* Bring Coaches US Club Card
* Bring Medical Release forms
* Upload Score into Got Soccer using the game card
* HOME Kit - White Black White
* AWAY Kit - Green Black Green
* Rescheduling games, you will need to get with your coach for dates, but you will communicate reschedules through the league and opposition coach
* Club will reimburse the coach for per diem and mileage

We would advise in getting a ‘managers folder’ to keep track of everything.

**OPC Reschedule policy:**

Must be done 14 days in advance of the scheduled match.

1. Contact your opponent to agree on a new time or a new date and time

2. Fill out online JotForm to request reschedule

3. OPC will approve or deny the reschedule request based on the following:

Has the form been submitted at least 14 days prior to the scheduled match?

Has your opponent agreed to the reschedule?

4. If your request has been approved, OPC will make sure the fields and referees are available and move the game in GotSoccer

5. OPC will then notify all teams involved of the change in GotSoccer

6. If your request has been denied, OPC will notify all teams involved of the reason for the request denial

7. If the reason for the denial is because fields/referees are not available, please agree on a new time/date and email opcscheduler@gmail.com while copying your opponent's coach/manager

PLEASE NOTE: There could be additional fees (such as referee fees) assessed based on the home club policy if a reschedule is requested within the 14 day window. Check with your home club for details. Example: If a team no shows or cancels a game with 3 days notice, the team who canceled will be liable for the full referee fees.

**OPC TOURNAMENTS:**

* The club will pay and register for the mandatory tournaments
* You the manager will register for any extra curricular tournaments and collect money from the team
* You will need to follow the online or in person check in procedure
* There are steps when registering a team for a tournament (Jessica will show you how to in the meeting)\*

**ECRL GAMES:**

For ECRL game day there will be a checklist that you will need to follow:

* Manager will be responsible for bringing player cards
* Director will bring Game cards
* Director/coach will set up Veo and download games
* Director will upload scores
* Directors are responsible for rescheduling games and setting times

**ECRL TOURNAMENTS/National events:**

If it's an ECRL sanctioned tournament (National Event), the Director will check the teams in.

If it's a regular tournament, then the managers will check each team in, For example… managers will check each team into the Beat the heat tournament.

**Hotels:**

OPC Teams:

* Manager will book hotel blocks using the stay and play link. You will NOT pay for the coaches room. The Directors will pay for the coaches room using the club credit card, we will just need the link to book it.

ECRL Teams:

* Director will book a block for league games so that all RL teams will stay in the same hotel.

**League links:**

* <http://www.okpremierclubs.com/home.php?layout=3901205>
* <https://www.theecnl.com/>

**What should I communicate and to whom?:**

* Do not make team decisions until you have confirmation from your coach, remember you are just there to help and be the 2nd voice after the coach.
* Remember teamsnap is not an open forum, it's just to communicate schedules, team dinners etc.
* The coach will give you scheduling updates to pass on
* OPC game rescheduling opcscheduler@gmail.com
* Directors and coaches are here to answer soccer questions and anything to do with team management
* If you have questions regarding anything administrative please get with jessica@oklahomaceltic.com

**Contact information:**

Admin & Registration - jessica@oklahomaceltic.com

Recreational Director - ryan@oklahomaceltic.com

Goalkeeper Director - austen@oklahomaceltic.com

Academy Director - geo@oklahomaceltic.com

Girls DIrector - niall@oklahomaceltic.com

Boys Director - andres@oklahomaceltic.com

Executive Director - dustin@oklahomaceltic.com