MANAGER'S RESOURCE
FIRST EDITION-2020

MOUNTAIN UNITED FC

The Centre of Choice

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TEAM MANAGEMENT

Team management is the role and abilities of an individual to coordinate a group of players while supporting the team coach. Team management involves teamwork and communication, through Team Snap. Moreover, Team Management involves game day protocols for both home and away, travel, bench side support and the completion of administration duties that complies with the BCSPL/BC Soccer's request to collect data.

Team management works alongside a coach to aid and support a professional roster of youth players adhering to the Mountain United FC ways. Always professional, wearing MUFC supplied kit, confidential, good sense of humour helps, self starter, knows when to act or up line issues, challenges and opportunities. The manager is helpful seeking parent volunteers who reflect MUFC club goals for fundraising, and travel support if required.

The team manager is the backbone of team communications for the coach, players and player parents so they are aware of schedules, games, kit attire, etc.

To be eligible as a team manager, you must complete a CRC and Respect In Sport Leader Activity Training Certificate-pass word to this license is provided by our Administrator: Ab Bryant.

MANGEMENT DETAILS

We are all individuals who support the player/team bench through a generous gift of volunteering. Managers are one of the most important people who makes our teams thrive as a club. The role consists of communication, documentation, travel plans, administration and kit ordering and distribution all while supporting the players and coach from the bench.

Communication

The manager will communicate messages to players and parents regarding practice and game information through Team Snap. Your role is important to keep the lines of communication flowing regarding practice and game times, kit colours for home and away, game location details, slush fund fees documented and collected through the use of Team Snap. From time to time you will be asked to publish club communications or team related activities. Your coach, club administrator-(Ab), manager liaison (Heather) will guide you through any challenges or answer questions with regards to operations reach out to (Andy) who is available regarding logistics for travel and game details. The team manager maintains the team communications.

Documentation

Medical forms, travel forms are important documents that you will distribute and retrieve from parents. You will be provided a link to these publications. The documents are held in a binder or folder (you create) and are responsible to bring to organized league games. It is the managers role to bring any important medical notations to the coaches attention such as peanut allergies, asthma, etc.

You might be in a situation where a medical incident is serious enough that the player requires medical treatment. There is a serious injury form that you will complete and file in a team binder. See forms insert.

Game Documentation

Tracking of player time is documented during friendly, exhibition and organized league games. Your coach will determine if he/she would like the play minutes in a friendly tracked. Exhibition and organized game times including printed rosters made available to you by (Ab) are important documents that have two different requirements when home and away. When your team is home, it is vital to have a trusted and competent person help track player times subbed in and off the field, goals, etc. to support you as you will be tending to sub slips and perhaps even assisting injuries. Home game sheets

are your responsibility to be fully completed for both home and away teams by your time person(s). Once the game is over, you will have the referee sign the game sheets and upload them to Ab our administrator by using Cam scanner (free version) *All if this might sound a bit daunting at first, intake team requirements slowly grow their way through team tracking and responsibilities and soon you will be a pro!. It is a slow, yet steady and manageable process.

Player Cards and Permits

Soccer is a sport that requires all players to have player identification cards that contain important information; and without the card, players cannot play in scheduled games. Each player pass card has important registration details including a photo ID. These cards are laminated and given to you by our Administrator (Ab) The manager needs these pass cards readily available for the referee to inspect at each game and tournament. From time to time your roster might be shy players and permits will be necessary to receive from Ab and have on hand for the referee and other team manager.

Travel Arrangements and Planning

Mountain United FC does travel to the Interior and Vancouver Island. All of this travel is arranged by our GM of Operations (Andy). We do ask that the manager be available to travel on the bus to the Interior to and from as well as ride on BC Ferries with the team, head to the bus and off to the field to and from.

When teams decide to travel to tournaments such as Mayors Cup, Surf Cup, FIFA sanctioned tournaments, you can enlist the help of capable hands to lift the load for travel needs and fundraising. All tournament travel requires both the coach and one manager to have the team pay their hotel, travel and food. These are optional tournaments are only recommended or suggested to be a good experience for those teams wishing to travel at young ages.

Travel to the Island: save ferry receipts for parking-tickets are prepaid by Andy.

$20.00 each food per diem for travel to the Interior-Andy provides before the bus leaves for the manager and coach.

Slush funds should cover any extra food you wish to take on the journey to and from the Interior.

Home Game Help

Surrounding yourself with a good support network of team parents who will take on volunteer roles will ease your responsibilities and engage others. This includes, but is not limited to supplying for both home and away teams: water and ice at mid field when the team is HOME, ball retrieval during a HOME game when the ball sails out off the pitch, and video or camera if that is of interest for your team is vital.

Home Game Coordinators are: Sam Boppart, Ab Bryant and Andy Sulentec

Benefits of being a manager:

It is a privilege to give back through volunteering. During game time, you are on the bench and part of the team. A complimentary MUFC kit including game shirt, training jacket and pants, back pack and cold weather jacket are provided with no charge to one manager on the team.

It’s an honour being part of Mountain United FC. We hope you enjoy your journey alongside your team.

Contacts:

Heather Moffat-GM Brand and Sponsorship hmoffat2000@yahoo.com

Manager Liason-c:604-812-1316

Ab Bryant-Administrator-c:604-728-5170 abbryant@aflat.ca

Andy Sulentic- GM Operations - c:604-889-2175 andy.sulentic@gmail.com

First Aid for Managers

At times throughout our home games we will have access to a physio therapist on site at our fields both home and away. We expect our managers carry a first aid kit that can be purchased at Costco and we will reimburse you directly. It is wise to carry ice either crushed or insta for immediate relief of any pain.

*Any additional pain creams, tapes, Advil or Tylenol should be covered through the team slush funds.

If a player is injured during a game, our coaches will be instructed to enter the field by the referee if a player is in need of help off the field or requires an additional medical attendant.

Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults

RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

Loss of consciousness or responsiveness
Lying motionless on ground/Slow to get up
Unsteady on feet / Balance problems or falling over/Incoordination
Grabbing/Clutching of head
Dazed, blank or vacant look
Confused/Not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional
- Irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious
- "Don't feel right"
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- "Pressure in head"
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like "in a fog"
- Neck Pain
- Sensitivity to noise
- Difficulty concentrating

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3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

"What venue are we at today?"
"Which half is it now?"
"Who scored last in this game?"
"What team did you play last week/game?"
"Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to so do
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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Br J Sports Med: first published as on 11 March 2013. Downloaded from http://bjsm.bmj.com/ on 19 February 2019 by guest. Protected by copyright.

Concussion Management-High Importance

If a concussion is suspected, a pocket guide resource will help you assess the player once they come to the bench. Image above.

If a player is diagnosed with a concussion by their physician, a player must have a return to play note with instructions signed by their doctor. All documentation must be held in a secure binder which will hold a file for each player, including their medical release form and release to travel form. Any other information for contacts by player will also be in this file that can be easily built by the manager. This book or e-file must be available game day in the event there is a player injury and contact is required.

*Any serious injuries are required to complete a Serious Injury Report. Form located in Documents. Please keep this form in your player file and communicate to Lee via email. leetregonning@hotmail.-com

Medical Release Form:

All players/parents must complete a medical release form. Located in Documents.

Reporting Game Details

Here are the high points for Game sheets / Score Reporting:

· Print **3 copies** of your Game sheet and take to the game (third copy is just in case or for bench use).
· Give 1 copy to the opposing Team and 1 copy to Game Scorekeeper / Centre Referee which is to be used as your team's half of the **Master Game sheet**. In this copy make sure to highlight or indicate your starting 11 players. Circling the player's number is probably sufficient. This copy is then used to record ensuing game information by the Scorekeeper - (Check-In, Goal) you don't need to use the Card & Reason columns, these are for referees.
· Subs should be recorded in the "Check-in" column. Just enter the minute in or out, there should be just enough room.
· At the end of the game the **2 Master Game sheets (Home & Away) must be signed by the referees and retained by the Home team.** The Home Club is responsible for sending the Master Game sheets to the League in PDF format and entering the scores (Ab will do this for all our teams, so when we are Home please send Game sheets to me). Camscanner is suggested as an app all clubs should use. This is a free app for your smartphone and lets you take a photo of the game rosters which it converts to a full page size PDF, and then you can upload and share right from your phone or email to yourself.
· **Permits:** If you have Metro players on Permit you will need the signed Permit as well as the player's Metro ID Card. For younger Mountain players that are playing up on your team you will only need their ID Card. These player's names should be hand printed in available space below rostered players on your Game sheets.
· **Subs:** U13 is **unlimited** U14-U18 is **7** – No re-entry in the same Half and unlimited at the Half.

Once you have completed the game day instructions, you will record individual player times in a game day tracker to be held in your own e-files for coach referral.

Game Time Tracker: Recording game times for friendly matches and tournaments-this is at the discretion of your coach, please ask if he/she would like the game time recorded to the tracker. Please see documents

Substitution slips can be found and printed here: https://bcspl.demosphere-secure.com/_files/documents/club-administration/BCSPL%20-%20Subsitution%20slips.pdf

Mountain United FC Fundraising and Brand Compliance

The guidelines set forth in this document are to be followed by each team leading fundraising activities throughout the course of the playing phase(s) while representing any MUFC team, player or member.

Accountability

All teams travelling to national, provincial, international tournaments or cups are required at any time in the calendar year to communicate their plans, permits, and scope of fundraising activities to Heather Moffat (hmoffat2000@yahoo.com), who will then communicate or answer any questions or concerns. Team tournaments are to always be communicated to Lee Tregonning well in advance.

Mountain United FC's fundraising philosophy is to create a sense of club pride, professionalism and teach our players that no one should ever be restricted to travel due to unfortunate or unexpected financial restrictions that exclude one from travelling with their team. Our goal to pay it forward each time our teams step foot into a fund generation campaign.

MUFC suggests that with the help of team fundraising we are here to support those players who might require a hand up through our hardship funds. Through fund generation efforts each team might pay it forward and submit 10% back for those who are in need. #noonestandsalone, #noonegetsleftout. It is only through this type of support that we are able to extend help to those who need it most. We believe everyone has the right to play and participate.

Example: A team is buying rain coats, each player pays for theirs, however, there are two players on the team who are hardship cases, how will the team take care of these two players?

Mountain United FC leaves no one on the sidelines. All inclusive and all in.

MUFC FUNDRAISING POLICIES

THE MUFC BRAND CANNOT BE USED TO ADVERTISE ALCOHOL RELATED FUNDRAISING EVENTS. The MUFC name or logo must not appear in any tickets or promotional materials (flyers, social media, etc.) for fundraising activities such as pub nights, wine raffles, etc.

Protecting Minors: Minors are defined as youth and or children under the legal purchase age of 19. No minors can attend pub nights or purchase tickets for wine raffles, etc.

In all fundraising events, the players and parents must adhere to the MUFC code of conduct and represent the club with integrity.

When fundraising in grocery stores, malls, etc. Mountain United FC players must always wear our training gear with out logo to identify as a MUFC member.

TYPES OF FUNDRAISING EVENTS

Fundraising events can include raffles, pub nights, car washes, grocery bagging, pledge-seeking activities such as juggle-a-thons or runs, auctions (online or in a physical location), concession stands. Some of these events require a gambling event license or temporary vendor permit.

Gambling event licenses

All gambling in B.C. is regulated, including the operations for the B.C. Lottery Corporation. Permits are granted based on the conditions and definition of the fundraising type.

Gambling event licenses allow eligible organizations to fundraise by holding single gambling event or a series of events. These events include raffles, bingos, poker, social occasion casinos, and wheels of fortune. All permits are to be completed by the manager and or coach with a copy to hmoffat2000@yahoo.com including team, date of raffle and who will oversee the license.

For all gambling events, it is imperative to state to the participants “Know your limit, play within it.”

Activities not requiring a license are: silent auctions, pledge seeking events such as juggle a thon, runs, etc.

Gambling Event Licence Fundraising

Gambling event licences allow eligible organizations to fundraise by holding a single gambling event or a series of events. Gambling events include raffles, bingos, poker, social occasion casinos, and wheels of fortune. Find out about eligibility requirements and how to apply.

For more information on applying for gambling event licenses, please refer to: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising

Tickets Raffle Sales:

https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/rules-licensed-charitable-gaming.pdf

Type of ticket raffles:

Regular ticket raffles: This type of raffle is the most common kind. Prize winners are determined through the drawing of counterfoils or ticket stubs from a draw container. Paper ticket stubs must be identical in size, weight and shape.

Regular raffle tickets includes reverse or elimination draws, in which the prizewinners are the last tickets to be drawn rather than the first.

Single Day Raffles: Ticket sales and draws take place on the same day at a single location. A series of draws can be held on each draw date.

Event Pools such as sports pools: An event pool is where each ticket includes a pre-selected result of an upcoming event such as World Cup. The winner is determined by having the ticket with the selection to the closest event result.

Before a license is issued, you must specify the period of time or the series of sports event cover by the pool. Sports pools CANNOT be based on the outcome of a single sporting event. The predicted result must be clearly stated. Demonstrate that the result is not known during the sales period. Identify the source of information or judge of the official result and provide a description of the method of determining the winners and how fairness will be ensured, including the process to deal with ties, no ticket matching the result and other disputed results. **See details to apply for this type of license at:https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms*

50/50 Draws-this type of draw generates great success when riding alongside another event such as a Fun Raising Evening, Gala, Restaurant Event, etc. No provincial permits are necessary if the ticket is not more than $2.00 per ticket. Once the price per ticket moves past the allowable $2.00 a permit must be secured through the Gaming Policy and Enforcement Branch.

Concession stands

Some locations will require a temporary vendor's permit. Please check with the appropriate municipality.

If there is food preparation involved (e.g., BBQ meat), you will need to have a FOODSAFE certified food handler. For more information, visit:

http://www.vch.ca/public-health/environmental-health-inspections/restaurant-food-safety/apply-for-a-food-service-permit

Auctions

When soliciting donations for auctions, teams can use the name of the Club and a description of the league.

Teams cannot solicit alcohol or alcohol-related items (e.g., brewery tours or wine-tasting packages).

Services

Some fundraising events take place as provision of services such as grocery bagging, car washes, lawn mowing, etc. Teams must conduct themselves in an appropriate manner and represent the club with integrity.

Current MUFC sponsor relationships

Our members must respect our decision not to approach any of our current sponsors. We work closely with our sponsors. We are donor fatigue sensitive.

Goal Keeper Kits

Kit Wear and Brand-ing

HOME KIT

AWAY KIT

Track Suit and Training Kit

Optional Items worn for training:

Hoodie

Optional Game Day Bench items:

Rain Wear

Winter Coat

Accessories available to team and club members

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Coach and Manager Gear

Coach
Team Accessories

Documents and Information Sheets Required - Url

Medical Release Form:
https://35b7f1d7d0790b02114c-1b8897185d70b198c119e1d2b7efd8a2.ssl.cf1.rackcd-n.com/broadcast_email_attachments/5216597/MUFC-Medical-History.pdf

Travel Consent Form:
https://35b7f1d7d0790b02114c-1b8897185d70b198c119e1d2b7efd8a2.ssl.cf1.rackcdn.-com/broadcast_email_attachments/5216595/MUFC-Travel-Consent.pdf

Bus and Travel Protocol:
https://35b7f1d7d0790b02114c-1b8897185d70b198c119e1d2b7efd8a2.ssl.cf1.rackcdn.com/broadcast_email_attachments/5216596/MUFC-Bus-Travel-Protocol.pdf

Tryout and Training Player Standards

1. Always arrive 15 mins before practice begins. ***During Covid 10 mins prior.**

2. Always make sure your current club Head coach and Technical Director are aware of your training/trying-out at MUFC. Communication is a must and a skill that will benefit you in the future. We suggest you, your coach and TD remain aware of your soccer workload each week to avoid injury.

3. Commitments to your current club must be met before you even think about Mountain United FC. The Technical Directors and Head Coaches are in constant communication and always aware of player attitudes and standards in both environments.

4. Please be aware of your social media posts. Bullying, indecent conduct, substance abuse and vaping are not consistent with the values of MUFC.

5. If you do not meet your commitments at your current club, we will stop your tryout/training position at MUFC immediately. We don't just want good talented players but rather, players with good work ethic, loyalty and character.

Enjoy your experience at Mountain United FC. The Centre of Choice.
Player Signature: _____
Date Signed: _____

Time Tracker: Ask to be sent when applicable for games.

Concussion:print from manual see page 8

Player Serious Injury Form: Will send a PDF.

PLAYER - SERIOUS INJURY REPORT

Player Information:

Incident Details:

First Name: _____ Last Name: _____ Birthday (mm/dd/yy): _____ Care Card #: _____

Address: _____ City: _____ Postal Code: _____ Phone: _____ Email: _____

Name of Reporter: _____ Phone: _____ Email: _____ Date of Incident: _____ Coach: _____ Team: _____ Incident Location: _____ Please detail the the inury / incident in the area below:
911 / Ambulance / EMS 911 Called? Ambulance attended? EMS Staff treated player? Player transported by Ambulance? Details of actions taken at the time of the injury / incident:

Head Injury - Please complete if this was a suspected Concussion
Concussion suspected? Concussion protocal tested at field? Player removed from play?

CONCUSSION QUICK ASSESSMENT GUIDELINE

RECOGNIZE & REMOVE

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Visible clues of suspected concussion: Any one or more of the following visual clues can indicate a possible concussion.
• Loss of consciousness or responsiveness
• Lying motionless on ground / Slow to get up
• Unsteady on feet / Balance problems or falling over / Incoordination

• Grabbing / Clutching of head
• Dazed, blank or vacant look
• Confused / Not aware of plays or events
• Please see a more detailed SCAT testing online:

http://www.fifa.com/about-fifa/official-documents/development/index.html#medical

Sub Slips: available on the BCSPL website, see below:

BCSPL Link-Administration information: https://docs.google.com/document/d/1J4g-pL-zlvYuCTwg2DTCEhrsmWhHKm_dsdNSiY1L8Qlw/edit