



Manager Responsibilities

Leadership & Culture - Promote positivity and good sportsmanship - Encourage respect and kindness on and off the field

Communication - Keep coaches, players, and parents informed - Provide guidance on practices, games, and team expectations

Coordination & Logistics - Serve as liaison between home and opponent teams - Assist with rescheduling games and securing field space - Coordinate tournaments (registration, hotel blocks, team bonding activities)

Team Administration - Provide team game rosters - Maintain SportsEngine updates (practices, games, team chat) - Collect and upload player documentation: - Photo - Birth certificate - Medical release form - Jersey number - Player pass

Action Items

Accounts & Apps

- Complete Background Check
- Complete SafeSport Training
- Complete Concussion Training
- Upload documentation to Sports Affinity

Platforms Used - Sports Affinity - Sports Connect - SportsEngine

Resources

- **Team Manager Handbook**
<https://www.mnyouthsoccer.org/manager-resources/>



- **Document Center**
[https://www.alexandriasoccer.org/page/show/8869444-document-center-](https://www.alexandriasoccer.org/page/show/8869444-document-center)
 - **Rescheduling Guide**
https://www.mnyouthsoccer.org/wp-content/uploads/sites/278/2024/04/team_mgr_re_schedules.pdf
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League Play

- All teams are registered to a division and league under MYSA or an academy under the MN Academy League
 - **Important Rule Update:** No earrings may be worn during play—this includes earrings covered with tape
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Rescheduling Guidelines

- League play runs from **April 2 – June 30, 2026**
- Plan to reschedule games starting the **second week of May**, as fields may not be ready earlier
- Use the school district calendar and spring sports schedules when planning
- Tentative schedules released by MYSA roughly around **March 21**
- Rescheduling window: **March 21-29** (final schedules due March 29 rough estimate)
- Do not hesitate to reschedule home or away games

Rescheduling Process

1. Collect player availability
2. Determine if low attendance requires rescheduling



3. Contact the opposing team using Sports Affinity contact information

When rescheduling please ensure there is field and referee availability. To do so, please email the individual below. In the Subject line include Redbirds and the team.

Example: Subject: Redbirds U12 Boys North

Fields- Email 1st- Jake Capistrant jake@jakesbikes.com

Referees- Emails 2nd- Thomas Van Wakeren thomas_471@icloud.com

Once all games and practices have been rescheduled to align with field availability and player attendance, enter them into SportsEngine and request parent RSVPs.

Tournaments

- Recommended tournament weekends were shared during registration to help families plan ahead
- Suggested weekends:
 - o **June 19–21**
 - o **June 26–28**
 - o **July 10–12**
- Hold a team meeting with parents before or after practice to discuss schedules, tournaments, and expectations
- A SportsEngine form will be sent to coaches and managers to collect preferred tournament choices and contact information

Tournament Details

- Two tournaments are included in registration fees



- Additional tournaments require teams to collect fees from each player
 - Register early—many tournaments fill quickly
 - Coach per diem: **\$210 per tournament weekend**, in addition to registration fees
 - Arrange hotel blocks as soon as tournaments are confirmed
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Sponsorship

- Individuals or businesses may sponsor a specific team or the club as a whole
 - More details available on the club website
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Communication

- Use SportsEngine for RSVPs, chats, and emails
 - Parent contact information is available in Sports Engine
 - Individual and Team Photos will be occurring in the 1st two weeks of June, please sign your team up for a time BEFORE practice. Place event in Sports Engine
 - Questions may be directed to:
admin@alexandriasoccer.org
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Uniforms

- Players purchased new uniforms last year
- If a player needs a uniform, contact the board admin
- Wear uniforms for scheduled team photos



Manager Guide 2026

- Players should bring both home and away jerseys to every game

Fanwear Store:

<https://shop.stimulusathletic.com/shops/redbirdsfc-spirit-shop?page=7>

Go Redbirds! 

Thank you for your dedication as a Team Manager this season. Your time, effort, and support truly make a difference.