



# FC Brandywine Team Manager Playbook

***Thank you for volunteering to be a Team Manager for FC Brandywine!***

This resource was created by experienced FCB Team Managers to help prepare you for the role of the Team Manager (TM) and to serve as a resource throughout the year. This Playbook can also be found on our website ([FCBrandywine.com](http://FCBrandywine.com)) - under “Travel”, click the “Team Manager” tab.

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## ABOUT FC BRANDYWINE

FC Brandywine (FCB) is the Travel and Rec soccer program of Brandywine Youth Club (BYC). BYC is the overall governing body, which includes all financial processes. [FCB’s Advisory Board](#) supports all aspects of FCB soccer.

Jim Wallace, FCB’s Technical Director, is responsible for the entire soccer organization, including Travel and Rec programs. FCB’s Travel Coaches are paid professionals, managed by Jim.

The role of the FCB Team Manager is critical to *enable our coaches to coach!* FCB Coaches train and guide their team(s) in alignment with align with [U.S. Soccer Six Tasks of a Coach](#).

***Thank you for volunteering to manage the many logistics for the team and for creating an important path of communication for everyone!***

## EXPECTATIONS

- [Time Commitment](#). [JUNE/JULY] Attend a 1-hour onboarding meeting, then 1-2 hours per week through September to set up Sports Engine, etc. [ONGOING] 15-30 min/week
- [Background clearances](#) are mandatory for all Team Managers, as extensions of FCB/team (see appendix)
- [Skillsets](#): Organized, strong communication, comfortable using apps (90% of role is via SportsEngine)



## OVERALL ROLE: LIAISON x 3

### 1) Liaison with FCB via Technical Director (Jim Wallace)

- The Technical Director sends weekly emails to all FCB Team Managers with updates, guidance, etc.
- Team Managers to pass along relevant information with team parents via SportsEngine and/or email

### 2) Liaison with Families: *Resource for families to ask questions, offer suggestions, and/or express concerns*

- Use SportsEngine to inform team of game logistics, uniform ordering, training dates/times, etc.
- Answer questions regarding schedules, etc.
- Assist families in learning the basics re: SportsEngine (schedule, map, chat, and RSVP functions)

#### *Optional/Encouraged/Consider delegating to other team parents:*

- Coordinate team-bonding activities
- If the team plays in out-of-town tournament(s), coordinate group hotel, meals, etc.
- Encourage families to actively participate in the broader FC Brandywine community

### 3) Liaison with Coach: *Manage game logistics, timely team communication, scheduling, registering for tournaments and possible indoor/winter league, and anticipate team needs (so our coaches can coach!)*

#### FOR ALL GAMES (Home and Away)

- Pay referee – FCB will provide funds; TM brings cash to hand to refs
- Bring copy of Roster (from GotSport) and Player cards (provided by admin) – see below
- Bring/set-up team bench (consider asking for a parent volunteer to be responsible for this)
- For bad weather, consider coordinating canopy for players
- *Canopy, bench, and FC Brandywine flags to be provided by the club*

## SCHEDULING

FC Brandywine plays in the Central League. The Fall and Spring league schedules are set by the league, with input from FCB's Coaches and Technical Director.

SportsEngine is the scheduling app ([https://user.sportngin.com/users/sign\\_in](https://user.sportngin.com/users/sign_in)) used by FCB to coordinate all team activity with players/families.

GotSport is the website (<https://system.gotsport.com/>) to register for tournaments, winter leagues, etc., and contains team rosters.



## ACTION | REGISTER & MANAGE FALL AND SPRING SEASONS VIA CENTRAL LEAGUE

### WHEN:

- As soon as possible, once alerted that registration is open by Jim Wallace, FCB Technical Director
- Confirm with your team's coach regarding the appropriate tier level

### HOW:

- Access your team on the **Central League website** ([www.centralleague.org/](http://www.centralleague.org/))
  - a. Register on the site and adjust to reflect manager status.
  - b. Click on FC Brandywine
  - c. Select your specific team to see the complete schedule and location for all league games.
- **Identify schedule changes:** Check the Central League weekly for any changes.
  - ✓ Update SportsEngine accordingly and note changes in the SportsEngine "chat"
- **HOME Pre-Game Confirmation:** On Tuesday before a game, contact the opposing coach through GotSport to confirm details.
  - ✓ Use the template provided at the end of this Playbook.
- **HOME Post-Game Score:** Confirm score with opposing team after the game. Record through GotSport or use QR on game card.

## ACTION | TOURNAMENTS

### WHEN:

- Appropriate August, October, November Tournaments will be determined by team coach
- Register as soon as possible once the tournament has been chosen; these occur outside of league play

### HOW:

- Find the tournament through **GotSport** and register. (*Do not pay unless/until given club credit card*)
- In **SportsEngine**, create a place holder for the tournament as the schedules usually do not come out until 1-2weeks prior to the event. Update **SportsEngine** as soon as tournament schedule is available.

### MAKING PAYMENT:

- Choose option to "Pay Later" or "Pay by Check". This will be coordinated by FCB Administration.
- NOTE: In the future, FCB may provide a credit card to pay for events (TBD).

### HOTEL COORDINATION:

- Most tournaments are within an hour of travel time and are often one day (re: no hotel needed)
- For tournaments that are further away, try to locate hotels within a 5-mile radius of the tournament and call for group rates. If other FCB teams are in the same tournament, try to work together on this task.

### TIPS:

- Register for your own **GotSport** account. The FCB Registrar will assign the "manager" role in GotSport for the specific team you will be managing.
- Use this site to upload/import the roster for each tournament.
- All of your **MANDATORY CLEARANCES** will be confirmed here (see appendix).



## ACTION | SPORTS ENGINE: ADD ALL GAMES, TRAINING & TOURNAMENTS, ASAP

Families are eager to know FCB dates to manage schedules. As soon as information is known, please add it to SE and notify everyone via “chat” to request RSVPs.

### WHEN:

- League games: FCB Administration to notify Team Manager as soon as the game schedule is posted on the Central League’s website
- Training & Tournaments: Check with coach for training schedule/location

### HOW:

- Access your team’s schedule on through GotSport (“Team Management” -> “Matches”)
- In **SportsEngine**, manually create an individual post for each training date and game (hint: it’s easier to work on a computer vs. phone) [SportsEngine | Dashboard](#)
- **To Add a Game or Tournament in SportsEngine:**
  - Click on **+New Game**, then populate fields with necessary information.
  - Delineate home vs away.
    - Home game: Check box in upper right-hand corner for “Home Team”
      - Arrive by [Time] *NOTE: confirm this information with coach*
      - Wear Blue, Bring White (or coach’s choice)
      - 41 South Thornton Road, Glen Mills, PA 19342
    - Away game: Uncheck “Home Team” box in upper right-hand corner
      - Arrive by [Time] *NOTE: confirm this information with coach*
      - Wear White, Bring Blue (or coach’s choice)
      - *Address and field details will be on GotSport (or tournament) website.*
    - For Tournaments: when placing a tournament placeholder, use “New Game” and create opponent as the name of the tournament. By doing this, you will retain all of the RSVP’s once you update the tournament schedule (ex. Game vs WCU SC Summer Tournament).
  - **To Schedule Trainings and other activities in SportsEngine:**
    - Click on **+New Event for schedule trainings and other activities.**
      - For training, use Event Name: [FCB Boys 2013 Elite] “Training”, Time: Start AND End

### Schedule

Games & Events    Calendar    RSVPs

< > September 2023    All Games & Events ▾

+ NEW EVENT
+ NEW GAME

EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> Fall Training	Sep 6	7:30 pm - 8:30 pm EDT	MSI Sports Complex - Field D
<input type="checkbox"/> @ Delaware Union	Sep 9	11:30 am - 12:30 pm EDT	Middletown Village Soccer Fields
<input type="checkbox"/> Indoor Fall Training	Sep 11	7:00 pm - 8:30 pm EDT	BYC Field House - Indoor Courts
<input type="checkbox"/> Fall Training	Sep 13	7:00 pm - 8:30 pm EDT	MSI Sports Complex - Field D

Need help?



## SportsEngine | TIPS and INSIGHTS

- **Rosters** will be updated by FCB Administration
- Always enter the **START AND END time** for trainings and games. This helps with the collection of players. This is also helpful for FCB (at the club-level), when looking at the calendar for available field space
- Turn **ON** notifications for last-minute changes/chats.
- If you need to cancel an event, you need to delete it. There is no option to “cancel”.
- NOTE: SportsEngine uses Apple Maps to provide families with locations/directions for all events.
  - Be sure the address is correct, and provide details (field #, etc.)
  - Check where the Maps actually goes to, as Apple Maps is occasionally wrong. You can let the team know in the Chat that they might need Google Maps for certain fields.
- **CALL-OUTS FOR PARENTS:**
  - **Accurate RSVP** responses are critical for training sessions and games!
  - **Parents can add more email addresses directly in SportsEngine** (*Recommended!* Add an email address for all parents/spouses for each one to have full access), phone numbers, etc.
  - Under “**Roster**” find each player’s parent(s)’ email and phone by clicking on the player’s name
- **Training sites**
  - BYC Fieldhouse - 41 South Thornton Road, Glen Mills, PA
  - Muni 1/Muni 2 - 41 South Thornton Road, Glen Mills, PA
  - Garnet Valley High School - 552 Smithbridge Road, Glen Mills, PA
  - Gillespie Park - 154 Kirk Road, Garnet Valley, PA
  - MSI Sports Complex – 4881 Chichester Avenue, Aston, PA

### TEAM ACTIVITIES (Optional but encouraged!)

Creating opportunities for players (and their families!) to connect off the field is a powerful way to help players get to know and trust each other *on* the field.

- Identify a ‘Team Social Chair’ to coordinate team/family events: (1) at end of Fall season, (2) end-of year event (spring)
- Host an end-of-year event (closure for team, gift for coach). It could be after a training session, game, or another time/place.
- Ask another parent to be responsible for the team bench and/or canopy for games
- Identify a ‘Team Photographer/Videographer’ to share on social media
  - ✓ All FCB families can email photos to [fcbrandywine.social@gmail.com](mailto:fcbrandywine.social@gmail.com)
  - ✓ Social media: #FCBrandywine



## GAME-DAY CHECKLIST | TEAM MANAGER ROLE FOR GAMES

### FOR HOME GAMES | 3-4 DAYS BEFORE GAME

- Email opposing coach (Tues./Wed.) to confirm details for home games. *Cut/paste template from p. 8* (<https://docs.google.com/document/d/1HFwVWvaoZV8UT3e4OhoZ9ne39SpY5I1M76k2OnOXQ18/edit>)

### FOR ALL GAMES | 1-3 DAYS BEFORE GAME

- Use the **CHAT in SportsEngine** - Post reminders to families re: arrival times, shirt color, etc.

### BRING TO FIELD (ALWAYS!)

- **Player Cards** (EPYSA Soccer Identification cards) to each game. These are created by the FCB Registrar (see Appendix) and emailed to managers at the beginning of the season.
- **Cash for referee (for home AND away games)**
- **Team bench** (portable; keep with you all season) + **canopy** (weather-dependent; tournaments)

### ALL GAMES | ADD SCORE TO GOTSPORT WEBSITE

- Confirm score with opposing team after the game. Find game and add “Match Stats”.

### REFEREES

- **Payment.** Pay referee fees (cash) for each game (both home AND away). Money will be provided to all Team Managers at the beginning of the season, or through Venmo, or other arrangement between manager and administration (see below).
- **Referees should arrive 10 min. prior to game time.** Refs often travel from one game to the next with little time in between. If officials are not at the field 10 minutes prior to the start of the game (and no other games are being played at the facility), contact Jim Wallace (302) 593-9531.

### NO SHOW/TARDY OPPONENTS

- Contact the opposing team’s coach (phone # & email can be found on Central League website) if the team is not at the field within a timely manner (U9-U12, 20 mins. prior to start; U13 & up, 30 mins prior to start)
- Then text Jim Wallace at (302) 593-9531 for assistance

### INCLEMENT WEATHER

- Fields will be checked by FCB Administration 3 hours prior to the start of the game.
- The coach of the home team is to notify the opposing coach 2-3 hours prior to the start of the game. Club will notify the referees.
- Check with your coach for guidance on rescheduling games, if needed.



## APPENDIX

**GOT SPORT** <https://system.gotsport.com/users/login>

**SPORTSENGINE** (<https://help.sportsengine.com/en/articles/6662746-sportsengine-mobile-start-up-guide>)

- *NOTE: FCB Admin. needs to provide Team Manager with access to edit/post on SportEngine*

**COACHES HANDBOOK:** <https://docs.google.com/spreadsheets/d/1JgicgpGovPNNQNWwInF3avc2fdZFJvFjx3x9S-COHas/edit#gid=1972023468>

**BACKGROUND CHECKS/CLEARANCES (REQUIRED BY BYC);** required EPYSA – uploaded into GotSport

**ALL VOLUNTEERS (incl. Team Managers) & COACHES (head & assistant coaches) must be in compliance with PA Act 153:**

1. Review the **BYC Abuse and Prevention Policies and Procedures Manual** [BYC Abuse Prevention Policies and Procedures Manual](#). You will be asked to acknowledge that you have read these procedures during your background check registration in the following step.
2. **National background check: (once every 2 years)**. This clearance is done FREE of charge for any BYC volunteer. This gets completed as part of completing the [BYC Coach / Volunteer](#) registration, and includes Abuse and Concussion Training. Once the coach / volunteer completes the registration and they can view their membership, they will receive an email from SportsEngine to view their account memberships. They will also receive emails for items to complete which includes the following: BYC National Background Registration, Abuse Training, Concussion Training.
3. **PA Criminal Reference Check – SP4-164 (required every 36 months)**. Complete this online (link below). The result will be emailed back to the volunteer and can be printed or saved. *Volunteer will be responsible for any fees associated with obtaining this clearance.* Applicants can go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: [PA Criminal Background Check](#)
4. **PA Child Abuse History Clearance – CY113 (required every 36 months)**. Result will be emailed back to the volunteer and can be printed out or saved. *Volunteer will be responsible for any fees associated with obtaining this clearance.* Child Abuse History Clearance Online: [PA Child Abuse Clearance](#)
5. **FBI Criminal Background Check (required if the volunteer has not lived in PA for 10 continuous years, required every 36 months)**. Result will be emailed back to the volunteer and can be printed out or saved. *Volunteer will be required to pay the fee for this clearance.* Applicants may register online at: [FBI Background Check](#)

*NOTE: EPYSA may provide a code for this fee*



FC BRANDYWINE ADMINISTRATION: KEY STAFF & BOARD ROLES			
POSITON	NAME	EMAIL	CELL PHONE
Technical Director	Jim Wallace	<a href="mailto:TechnicalDirector@FCBrandywine.com">TechnicalDirector@FCBrandywine.com</a>	(302) 593 – 9531
Director of Coaching	Keith Eurich	<a href="mailto:Stage3DoC@FCBrandywine.com">Stage3DoC@FCBrandywine.com</a>	(714) 388 – 7576
Goalkeeper Coach	Jake Nichol	<a href="mailto:JakeNichol19@gmail.com">JakeNichol19@gmail.com</a>	(484) 252 – 1424
VP/Parent Liaison	Brian Northey	<a href="mailto:Brian.Northey@mastercard.com">Brian.Northey@mastercard.com</a>	(302) 245 – 6018
Central League liaison	Roger Baldino	<a href="mailto:rpbj9@yahoo.com">rpbj9@yahoo.com</a>	(610) 742 – 9927
BYC liaison	Jon Ominsky	<a href="mailto:jominsky@gmail.com">jominsky@gmail.com</a>	(610) 322 – 0558
Website, Marketing, Engagement	Alyssa Rosenberg	<a href="mailto:acrosenberg1@gmail.com">acrosenberg1@gmail.com</a>	(215) 776 - 4265
Boys Registrar	Shereef Kishk	<a href="mailto:skishk@hotmail.com">skishk@hotmail.com</a>	(302) 494 – 7878
Girls Registrar	Frank Capriotti	<a href="mailto:fjc324@gmail.com">fjc324@gmail.com</a>	
Uniforms via Soccer Post (Berwyn, PA)	John Robertson	<a href="mailto:jtrmwr@gmail.com">jtrmwr@gmail.com</a>	(610) 755- 2528

**Game Confirmation email template** → Copy and paste into email to send to the opposing team. Find the coach's email address on the Central League website. Include your team's FCB coaches in the "cc" field.

Dear Coach,

We are scheduled to play you this weekend (enter date) in our Central League game.

Our field location is:

Behind the BYC Field House, located at 41 S Thornton Road, Glen Mills, PA 19342

OR

Garnet Valley High School Stadium is located at 522 Smithbridge Road, Glen Mills, PA 19342.

We will be on Field #

Kick off time is scheduled for \_\_\_\_\_

We will be wearing our Blue/White jerseys.

In case of inclement weather and a need to postpone our game, our coach will notify you 2-3 hours prior to the start of the game.

Thank you,

[NAME]

Team Manager, FC Brandywine [TEAM]

Cell #: