



MANAGER'S CHECKLIST

Last updated: Oct. 13, 2022

REGULAR SEASON

| | | |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Submit draft roster to BTB Registrar | September 15 |
| <input type="checkbox"/> | Notify every player's family to register on TeamSnap | |
| | <ul style="list-style-type: none"> If the player requires financial assistance, direct them to KidSport and Jump Start | September 15 |
| <input type="checkbox"/> | Register as a team official on EMSA: | |
| | <ul style="list-style-type: none"> https://emasoccerportal.com First-time managers need to create an account and add their children Select "Register a Team Official" and follow the instructions. | September 19 |
| <input type="checkbox"/> | Notify every family to register their child on EMSA: | |
| | <ul style="list-style-type: none"> https://emasoccerportal.com First-time families need to create an account and add their children | September 19 |
| <input type="checkbox"/> | Notify the registrar when all players on the team are registered on EMSA | September 27 |
| <input type="checkbox"/> | Submit final roster to BTB Registrar | September 27 |
| <input type="checkbox"/> | Prepare team budget. | |
| | <ul style="list-style-type: none"> Notify team how team funds and individual funds will work. <i>Individual funds</i> stay with the player—return to any players who leave or are released. <i>Team funds</i> stay with the team. For team bank accounts, request a BTB Bank Letter Request by emailing btbsocceracademy@live.com <p><i>NOTE: It's good practice to send regular updates to the team.</i></p> | September 15-30 |
| <input type="checkbox"/> | Determine fundraising needs and efforts | September 15-30 |
| <input type="checkbox"/> | Email EMSA to indicate dates the team needs off in the indoor season to accommodate for friendlies and tournaments. Time off is not guaranteed. Learn more | September 27 |
| <input type="checkbox"/> | Notify EMSA of any needed ID cards—for players and team officials. Learn more | October 2 |
| <input type="checkbox"/> | Enter all team games and events on TeamSnap | October 12 |
| <input type="checkbox"/> | Submit a coach-signed copy of the Rules and Regulations Form to the BTB registrar. | October 10 |
| <input type="checkbox"/> | Submit a completed Club Commitment Form to the BTB registrar—completed by each team official listed on the roster. | October 10 |
| <input type="checkbox"/> | Enter all team player jersey numbers on the EMSA portal | October 14 |
| <input type="checkbox"/> | Distribute Game Jerseys to players | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> The coach determines jersey numbers Collect a \$150 deposit from each player – undated and made out to BTB Soccer Academy. It's only cashed if the jerseys aren't returned | October 14 |
| <input type="checkbox"/> | Review EMSA game rules, specifically the EMSA Rules and Regulations document | Before games start |
| <input type="checkbox"/> | Notify the registrar if your team will display any sponsorship branding—game jerseys, signage, game benches and tents. EMSA requires approval. <i>NOTE: sponsor logos on clothing and backpacks don't require approval.</i> | Before games start |
| <input type="checkbox"/> | Print player cards | |
| | <ul style="list-style-type: none"> Found on the EMSA portal—select role as team official and go to "Download Team ID Cards." Then, save as a pdf. Print and save to smartphone. Bring player cards to all games. The referee will ask for it before each game. <i>Trialists:</i> Request a player card from their team manager and fill out a trialist form for every game the trialist plays. | Before games start |

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| <input type="checkbox"/> | Game Sheets | <ul style="list-style-type: none"> The Home team AND Away team are responsible for bringing game sheets to games—download using EMSA portal. Enter team officials and IDs, ref liaison, attendant, and any trialist and jersey number. Ensure team official signature is on the game sheet. Give the game sheet and trialist form to the referee. They submit both to EMSA. Take a photo of the game sheet for your records. Home team enters score on the portal—by 1 p.m. the next day. Learn more | <p>Before every game</p> <p>If not done correctly, fees apply—\$50</p> <p>If late fees apply—\$75</p> |
| <input type="checkbox"/> | Notify the registrar of all planned friendlies—within Alberta and within Edmonton. EMSA requires notification for insurance purposes. | | As soon as possible |
| <input type="checkbox"/> | Collect all jerseys | | Last game of season |

TRAVEL PLANNING

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| <input type="checkbox"/> | Determine all travel plans | | start of the season |
| | Notify BTB of all travel plans | | |
| <input type="checkbox"/> | <i>Indoor:</i> Email EMSA to indicate dates the team needs off in the indoor season to accommodate tournaments. Time off is not guaranteed. Learn more | | mid-late September |
| <input type="checkbox"/> | <i>Outdoor:</i> Request and submit a Reschedule Request Form to BTB Registrar | | first week of April |
| <input type="checkbox"/> | Determine Budget <ul style="list-style-type: none"> Coaches' costs are covered by team—travel, accommodations, team meals. If travel is by car, the coach can carpool with team or pay for own fuel. If a coach chooses not to share a hotel room with other BTB coaches, the cost is NOT covered by the team. | | Start of season |
| <input type="checkbox"/> | Finalize travel plans <ul style="list-style-type: none"> Group flight bookings recommended | | 1-6 months before |
| <input type="checkbox"/> | Finalize accommodations <ul style="list-style-type: none"> Two double or queen beds – four players or coaches per room University dorm rooms also recommended | | 1-6 months before |
| <input type="checkbox"/> | Finalize transportation to and from games | | 1-6 months before |
| <input type="checkbox"/> | Finalize any required team meals | | Two weeks before travel |
| | Finalize travel roster | | |
| <input type="checkbox"/> | <i>In-province:</i> Request roster from BTB Registrar | | Submit to tournament |
| <input type="checkbox"/> | <i>Out-of-province:</i> Finalize roster using ASA's Travel Roster Form | | 30 days before travel |
| <input type="checkbox"/> | <i>United States:</i> Finalize roster using ASA's Travel Roster Form | | 30 days before travel |
| <input type="checkbox"/> | <i>International:</i> Finalize roster using ASA's Travel Roster Form | | six weeks before travel |
| | Finalize ASA Travel Permit | | |
| <input type="checkbox"/> | <i>Within Alberta:</i> Permit not required but notify BTB Registrar, includes Edmonton | | Within 14 days of travel |
| <input type="checkbox"/> | <i>Out-of-Province:</i> Submit team Travel Permit to BTB Registrar | | Within 30 days of travel |
| <input type="checkbox"/> | <i>Out-of-Country:</i> Submit Travel Permit to BTB Registrar fee applies \$131.25 to \$236.25 | | US: 30 days before travel Other: 42 days before |
| <input type="checkbox"/> | Submit all required tournament documents | | Tournament deadline |
| | Ensure you have all required documentation for travel | | |
| <input type="checkbox"/> | roster | | Before travel |
| <input type="checkbox"/> | Player cards | | Before travel |
| <input type="checkbox"/> | Waivers | | Before travel |
| <input type="checkbox"/> | Travel Code of Conduct forms | | Before travel |
| <input type="checkbox"/> | Passports, if needed | | Before travel |
| <input type="checkbox"/> | Alberta Health Card Numbers | | Before travel |
| <input type="checkbox"/> | Emergency Contact information | | Before travel |

