

## Real Billings FC – Pre-Season Team Manager Checklist (Spring 2026)

Thank you for joining Real Billings FC and for stepping into one of the most important roles in our club. Team Managers are the backbone of each team's success, your organization, communication, and support allow the coaches and players to thrive. We appreciate you and are committed to helping you feel confident and prepared throughout the season.

### Key Dates

- **Spring 2026 Registration Opens: December 1, 2025**
- **Registration Closes: January 1, 2026**
- **Pre-season Preparation Window: January 31st**
- **Available Tournaments /dates will be provided on the Manager page**

### Team Manager Pre-Season Checklist

#### 1. Manager Eligibility Requirements (MUST BE COMPLETED)

- Complete your full background check in GotSport
- Complete SafeSport training
- Complete required Concussion training
- Check all expiration dates for these items under “Required Training” in your GotSport profile
- Ensure all requirements are current so the club registrar can add you to the official team roster

#### 2. Confirm GotSport Team Roster (Before TeamSnap Setup)

- Log in to GotSport and verify your team roster is correct

#### 3. TeamSnap Setup / Roster Verification

- After confirming GotSport, add or remove players from teamsnap
- Confirm all parent/guardian contact information is correct
- Ensure your team is visible and active in TeamSnap before sending communication
- For any help using TeamSnap (messages, updating profiles, adding events/tournaments, entering scores), contact the registrar:

 [RealBillingsRegistrar@gmail.com](mailto:RealBillingsRegistrar@gmail.com)

#### 4. Initial Parent Communication

- Send a welcome email introducing yourself (Included in manager handbook)
- Share the Spring 2026 season timeline
- Ask parents to update player profiles (Picture and Jersey number)

#### 5. Tournament Planning

- Share a list of potential Spring 2026 tournaments (Timeline and deadlines)
- Clarify that tournaments are **NOT confirmed** until closer to the season
- Begin collecting general parent interest
- Complete Google form of attending tournaments sent by club registrar

#### 6. Financial Organization

- Create a team financial spreadsheet to track (Club will provide a standard excel spreadsheet)
  - Tournament fees
  - Parent/player payments
  - Team expenses
  - Coach reimbursements
  - Coach gift contributions
    - Communicate clear financial expectations
    - Set firm deadlines and boundaries for payments

## 7. Coordinate Coach Compensation (Head Coach Only)

Meet with your coach to clarify compensation expectations:

- Lodging
- Mileage/travel
- Meals
  - Determine what reimbursement the coach would like compensated
- Note: Some coaches who are also parents may not request all items
  - Add these anticipated costs into your spreadsheet
  - Communicate expectations to parents early and regularly

## 8. Parent Meeting Preparation

Schedule a pre-season parent meeting (March /1<sup>st</sup> Practice)

Prepare the agenda covering:

- Season expectations (Coach and Manager)
- Tournament possibilities
- Financial expectations and deadlines
- Coach reimbursement structure
- **Club-recommended \$1,500 Spring/\$1,000 Fall end-of-season coach gift**
  - Option to include the gift in team fees
  - Ensure accurate tracking
- Equipment reminders (Bench and weather cover)
- Referee Requirements – 2 refs per team. Club will reimburse the training cost
- Volunteer roles – 406 Cup and State Cup Sign-up
- Share fundraising ideas for the team (Club will provide a list)

(Request one parent volunteer to help organize fundraising)

## **9. Manager Binder Requirements (Will be available for pick- up prior to season)**

*(Provided by the Club Registrar)*

Ensure binder includes:

- Player cards
- Official roster
- Medical release forms
- Concussion forms
  - Confirm documents are current and accurate
  - Binder must be with the coach at all:
- Ejection Report Form
- League games
- Friendlies
- Tournaments