

Real Colorado Team Manager Overview – Competitive Teams
(Separate Document for ACADEMY AND ECNL)
Revised 6/15/21

- I. Real CO Competitive Key Admin Staff
 - a. Competitive Administrator - Diane Demmel, ddemmel@realcolorado.net
 - b. Academy, ECNL Administrator – Niki Titus, nikit@realcolorado.net
 - c. Tournament Director, TeamSnap, Game Rescheduling - Cindy Thomas, cindyt@realcolorado.net
 - d. Director of Finance – Deena Hamilton, deenah@realcolorado.net
 - e. Team Banking, Team Treasurer Support – Amber Smith, ambers@realcolorado.net
 - f. Chief Operating Officer – Jared Spires, jareds@realcolorado.net
 - g. Real CO Athletic Trainer – Gregg Brueck, Gregg.brueck@childrenscolorado.org

All Real CO Staff, including Staff Coaches: <http://realcolorado.net/real-colorado-staff/>
- II. Manager Role
 - a. [Description of Role](#)
 - b. [How to be attached to your team as manager](#)
- III. [GotSport](#) – CSA Team & Player Registration Software
 - a. Managers will create their family accounts containing their player(s) at registration [Click here](#)
 - b. [Click here](#) to learn how to be added as manager and access your team account.
 - c. Manager will access team account from their family account, by selecting the Manager Role, as explained
- IV. **FREE** -- Mandatory Real CO Team Communication App – [TeamSnap](#)
- V. Team Registration:
 - a. Team coach provides roster to manager with player/family contact info.
 - b. Beginning July 1st, verify team roster 2021/2022 in the Event tab of your team account. Only *registered* players will be listed.
 - c. All players must have a picture (*must be a headshot*) in their player profile/account.
 - d. Two weeks prior to 1st game (league or tournament), be sure to keep coach and competitive registrar updated on any un-rostered players so coach can follow up with player about registration.
- VI. Team Credentials (official team roster & player cards) – included in [Description of Role](#)
- VII. Uniforms - Vendor, Soccer.com
 - a. Email competitive registrar to be set up as team administrator
 - b. Administrator will enter/edit roster and send invites to families to order
 - c. [Real Player Jersey Numbering System](#) must be followed.
 - d. Families will order their own kits directly. No fittings.
 - e. Nike only on sideline
- VIII. Real CO Website – www.realcolorado.net
 - a. [Real CO Travel and Tournament Policy](#)– Managers MUST READ for very important and useful information re: coach expenses, chaperone policies, travel recommendations, etc.
 - b. [Real CO Forms/Competitive Forms](#)
 - c. [Fundraising Information](#)
 - d. [Daily Field Conditions/Status](#) – located on home page of realcolorado.net
- IX. Treasurer Role – Amber Smith, ambers@realcolorado.net
 - a. Manager or spouse should NOT be the Treasurer
 - b. [Team Treasurer Handbook](#) – Everything you need to know

- X. Team Tournament/Travel Coordinator
 - a. [Description of Role](#)
 - b. Club provides Approved Tournament List for In-state tournaments. Out of state - staff & coach decides
 - c. Any other suggestions coach might have will be considered. Provide info to Tournament Director.
 - d. [Tournament Request Form](#) must be submitted to Tournament Director for every tournament *EXCEPT for Real Tournaments, State Cup & President's Cup.*

- XI. [Preparing for Fall Season](#)

- XII. [Colorado Soccer Association](#)
 - a. Governing Body for League Play, State Tournaments, Sanctioned by US Youth Soccer, provides insurance for all CSA players, resolves disputes, provides referees for league games
 - b. Sets, posts and maintains all league schedules and rules of play
 - c. Approves all game rescheduling
 - d. [State Run Tournaments](#) (State Cup, President's Cup, Centennial Cup)

- XIII. Background Checks/SafeSport
 - a. All coaches must complete Background Check, SafeSport & Concussion certification.
 - b. Team managers and chaperones must complete Background Check and SafeSport
 - c. Found under the REQUIREMENTS tab on the left-side tool bar on your profile page in your GotSport account.

- XIV. Fundraising Opportunities: VERY IMPORTANT TO OFFER –
 - a. King Soopers Community Rewards & Bingo – offered on a regular basis.
 - b. Please review [Fundraising Booklet](#).

- XV. Summer Competitive Footwork & Finishing Super Camp – all players encouraged to attend!
 - a. Highly Recommended for U9-15 players
 - b. Dates and More information online, <http://realcolorado.net/camps/>

- XVI. Game Rescheduling
 - a. [General Information](#) on Rescheduling CSA League Games
 - b. Game Reschedule Window (set period for games to be rescheduled) starts with CSA schedule release.
 - c. Teams will utilize [Real Reschedule Form](#).
 - d. Detailed instructions with specific makeup times available will be provided before CSA schedule release.
 - e. Process must be followed for any reschedule – email requests will not be accepted.

- XVII. Indoor Training – Inclement Weather and During Winter
 - a. Team coach can get suggestions of facilities from their staff coaches
 - b. Up to manager to research, schedule
 - c. Treasurer will charge players and pay for usage

- XVIII. Indoor Soccer in the Winter
 - a. Up to team – coach may make a recommendation but doesn't usually coach
 - b. Real Futsal League –highly encouraged
 - c. Family Sports Center, Arapahoe Sports Center Leagues or South Suburban Sports Complex

- XIX. Real Colorado Cup Memorial Day Weekend
 - a. Play is Thursday (starting at 4pm) through Monday of Memorial Day Weekend every year
 - b. All Real teams are required to play
 - c. Team Volunteers Required – 6-2 hrs. shifts