



## Avalanche Soccer Club Manager Handbook- 2025/26 Season

### Overview of Manager Duties:

- Line of communication between coach/club and team parents: aka Public Relations
- Playmetrics team management & communication
- Reschedule games or practices as needed
- Manage Tournament registration and logistics
- Schedule and manage winter team activities (futsal, indoor, coerver)

### Best Practices:

- Complete your Risk Management requirements (background check & Safe Sport Certification) ASAP! You can't do any of the technical manager jobs without it.
- Use the manager network! We ALL help each other- constantly.
- Get help from other team parents for gathering funds, purchasing team equipment hosting team building events. Don't do it all yourself!
- Use Playmetrics for EVERYTHING
- Communicate with your coach regularly.

### Playmetrics:

- Playmetrics is the club and state's communication and scheduling software. As a manager, you will have access to both sides of the software- Club (Avalanche) and State (CSA). The Club side is where team and club communication and scheduling occurs. The State side is where the CSA official roster can be found and where reschedules occur. You can switch sides by changing Playmetric Roles. All training and game schedules are automatically imported into the Club side.

### Links to Bookmark:

- Colorado Soccer Association (CSA) [League info](#) (schedules, standings, rules, etc)
- [CSA Sanctioned Tournaments](#)
- [Avalanche Soccer Club website](#)
- [GotSport](#) - Where many tournaments require registration

### Important Dates/Timeframes:

- [Club Calendar](#)

### Game Rescheduling Procedure:

#### For CSA Advanced League (Competitive games):

- The CSA open reschedule window is 10 days from when schedules post. Reschedules can happen within this time without restriction. Teams that submit reschedules outside of this window will be charged a fee by CSA and subject to paying referee fees for the game. Club admins will have access to submit game



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changes from Monday 8am - Wednesday 12pm every week. Please keep in mind that clubs/teams are encouraged to accommodate reschedule requests, but are not required. Exceptions to the reschedule window include: family tragedy, Natural disaster, State Cup and Presidents Cup finals and semi-finals weekend. All make up games must be played (and reported to CSA) by the date established by CSA. If one or more games remain incomplete after the date established by CSA, then only the games completed shall be used to determine that team's standings.

### **For CSA Front Range League (Academy games):**

- The rules for reschedules are the same as CSA Advanced League. Teams playing in the FRL can however submit reschedules throughout the season with no CSA penalty. Club admins will have access to submit game changes from Monday 8am - Wednesday 12pm every week. Please keep in mind that clubs/teams are encouraged to accommodate reschedule requests, but are not required. Any game change attempting to be rescheduled after Wednesday after 12pm the week of the match may be subject to paying referee fees for the game.
- Refer to the Reschedule How-to linked [HERE](#).

### **Forfeits**

- Teams playing in the Front Range and Advanced CSA leagues are required to travel outside the Denver Metro area. Teams/players are required to play all scheduled games. Teams refusing to play games due to travel or any other reason will be subject to a \$500 forfeit fee by CSA, paid by the team.

### **Game Day Requirements:**

- Guest Players:
  - It is the coaches responsibility to secure guest players for any games or tournaments where the team is low on availability. Guest players must be finalized by Tuesday at 12pm the week prior to the game.
- Rosters:
  - Official CSA rosters can be found and printed on the CSA side of Playmetrics.
- Medical Releases:
  - Have a paper or electronic Medical release for every player. Medical releases can be found under Player Resources in Playmetrics. Medical releases are required when registering for tournaments.
- Home game field set-up/break down:
  - Your team will be notified if you are the 1st or last team to play. If your team is



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first to play, corner flags, goals and the west net at Kipling field need to be in position before play. All corner flags are kept in lock boxes at the field and all coaches have a key to the lock boxes. Everything needs to be taken down and returned to the lockbox after the last game. The goals need to be locked together facing each other in “clam shell” style.

- Field Issues:
  - Report any field issues/misuse/equipment issues to club staff:
- Score Reporting:
  - Game scores are reported to Playmetrics.

### Field Closure Hotline- In Case of Bad Weather

- The Wheat Ridge Field Closure Hotline is 303-234-5928. This number is for coaches and managers only!! It is the responsibility of the team coach/manager to notify players of canceled games and practices. In theory it's updated daily by 2-3pm. NO notification means fields are open.
- All weather-related game cancellations are determined by the home team's park management (ASC follows Wheat Ridge Parks & Recreations guidelines).

### Tournament Policy:

- Tournaments are fun events for players and families alike, and participation is determined **independently** by each team and coach. The cost of the tournament is split between the players participating.
- Many tournaments offer various levels of play to accommodate all levels of teams. **Please coordinate with the Director of Coaching to determine which tournament and which level to register for.**
- If your team decides to participate, the team manager assists with team registration, fee payment, making travel arrangements, compiling required forms and player papers, etc.
- Receive club leadership (Executive Director and/or Director of Coaching) CSA approval, if needed for out of state tournaments.
- Coordinate any travel arrangements, hotel, airline, bus, van rental, etc.
- For out-of-town tournaments, it is customary for the team to pay for the coach's lodging and any other team dinners or events that the team participates in.

### Team Volunteers:

- ASC policy to ensure that **one parent, in addition to the coach, attends each practice**. This ensures a higher level of safety for players as the parent can supervise players needing restroom facilities, help in the event of an emergency, etc. Players should never be left alone at a practice facility at the conclusion of a



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training session or game.

- **Team Building/Team Culture Support:** Having a parent or two help you coordinate team dinners, team bonding events, and/or help manage parent behavior on the sidelines is always a great help. The more parents you have helping you, the more adults become invested in the long term health of the team.