



BURNABY FOOTBALL CLUB

Managers Role and Responsibilities

Thank you for your willingness to support soccer in Burnaby by offering to become a BFC manager. We are fully aware of the demands on everyone's time to be a part of our club and we have tried to respect that while meeting the requirements outlined by BC Soccer and Canada Soccer in relation to the role's requirements.

TEAMSNAAP

If you haven't already done so, please register yourself [here](#). You will then be rostered to your appropriate team(s). To help you get accustomed to TeamSnap please click on this [link](#).

Please contact the opposing team on Thursday to confirm game time and location. The host team is responsible for initiating contact. We will share opposing team manager contacts with you once we have them from the BCCSL. The Club has provided your name and contact details to the league for opposing teams to contact.

Manage TeamSnap for your Team

- ✓ Input schedules (training sessions and games)
- ✓ Send messages to the team
- ✓ Check Rosters
- ✓ Obtain Emergency contact info (from Club Coordinator)
- ✓ Use the Assignments tab to schedule game snacks other assignments
- ✓ Use the Media tab to upload photos for families (ensure photo consent) - optional

Miscellaneous

- ✓ You are the first point of contact for players, parents and the other team
- ✓ Communicate with the AGC and/or Club Coordinator any team or parent concerns or issues
- ✓ Ensure all coaches (and managers) have their lanyards with them at all games
- ✓ Organize Parent Volunteers
 - Snacks for game
 - Field Set-up on game days



BURNABY FOOTBALL CLUB

- ✓ Coaches Bags
 - First Aid Kit is monitored and restocked when necessary
 - Hard copy of Emergency contacts
 - Spare jersey, shorts and socks if possible
 - GK clothing and gloves

CRIMINAL RECORD CHECK

All BFC Managers are required to submit a current CRC (they are valid for 3 years). Please review the attached [PDF](#) for instructions. Have your BC Identity/BC Driver's License Card available. If you haven't already done so, you will be required to download an app to complete the BC Services Mobile Card. It seems we will be using this for many things in our future besides doing Criminal Record checks. You will need to send a photo & video to get verified without talking to Service BC or, place a video call or, verify in person. Get started [here](#). BFC's Access Code is **1474974**.

