

# Team Management - 2019 NASSC

Updated 5-24-2019

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### Deadlines

- April 15 – regular team registration/payment deadline
- April 26 – late registration/payment deadline
- April 30 – last date for schedule requests and updates to team name, division, and skill level
- May 8-June 6 – team manager & coach registration open – required for all non-players
- May 27 – online rosters lock. Player additions after this date are done by write-in.
- June 1-5 – online team check-in open (watch website for details in late May)
- June 7 – ALL TEAMS who have not received email confirmation of check-in completed or who have roster changes must come to check-in at the Virginia Beach Convention Center (5-9PM).

We hope this info helps you prepare the team for a fun weekend of friendly competition and festivities.

Additional information will be communicated via our website and email.  
Make sure your email settings accept the domain sandsoccer.com.

**BE A ROCKSTAR MANAGER!**  
Know the tricks – read on, Rockstar!

## TEAM MANAGER RESPONSIBILITIES

- **Check your confirmation receipt** - is the following correct?
  - team name
  - age division
  - gender
  - competition level
- **Team fee** - payment deadline of April 15, 2019. Registrations and payments received after April 26 incur a \$25/team late fee.
- **Direct players to our website / BookMyGroup for all hotel reservations.** NASSC is a stay-to-play event.
- **Build the roster.** – you will send player invitations via TeamSnap and manage the roster online. You'll need to be aware of roster limits for your team's age group as well as any applicable coed rules.
- **Verify player eligibility** - verify birthdates and make sure other division requirements have been met for every player.
- **Confirm Manager & Coach registrations** have been completed online.
- **Complete team Check-In**
- **Share event information** with your team including maps, event schedules, rules, policies, and the TeamSnapTournaments app. The app will be useful during the event for schedules and scores as well as important alerts we communicate in case of emergency or weather situations.
- Along with the team coach, ensure all parents and guests of the team act in accordance with the **Code of Conduct**.

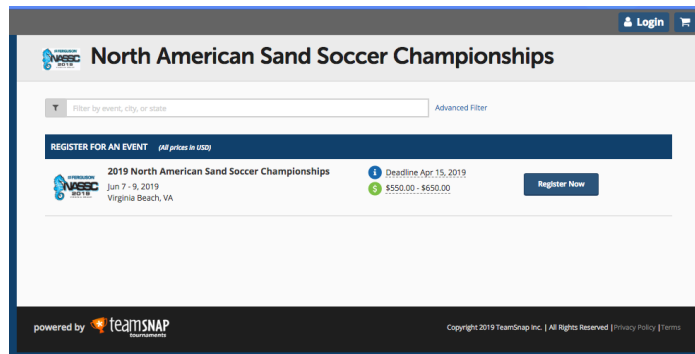
## NEW in 2019 !!!

- We are going **GREEN!** All information for teams including schedules and check-in information will be found online. No packets will be mailed out.
- Team managers who have their rosters complete in TeamSnap by the **May 27<sup>th</sup>** roster lock date will be able to take advantage of **online team check-in**, saving you a trip to the convention center on Friday night.
- All team managers, coaches, and assistant coaches will be required to register online in order to participate. This registration includes waivers and a Code of Conduct.
- Only one (1) coach and one (1) assistant coach registered with the team will be allowed on the player sidelines during any match. In the event a coach or assistant coach is not available for a match, the team manager may fill in. No others will be allowed on the player sideline.
- All teams, in High School divisions and below, are required to have an **adult (over 25) on their team sideline**. A team that does not have an adult on their sideline at the scheduled start time, shall forfeit the game.

## TEAMSNAP LOG-IN

When making updates or viewing your roster for 2019 NASSC, use <https://events.teamsnap.com/organizations/210>.

Click “Login” at the top right. You do not need to create a new account or start registration again if you have already registered the team you are currently managing for NASSC 2019.



1. Once you enter your email and password above, your page should look similar to the page below. Look at the top right of the page and click on your name then, select "My Account" from the pull-down menu



The next section will explain how to manage your NASSC 2019 roster. This is quite different than updating teams in your account.

You'll really want to pay attention to these details 😊

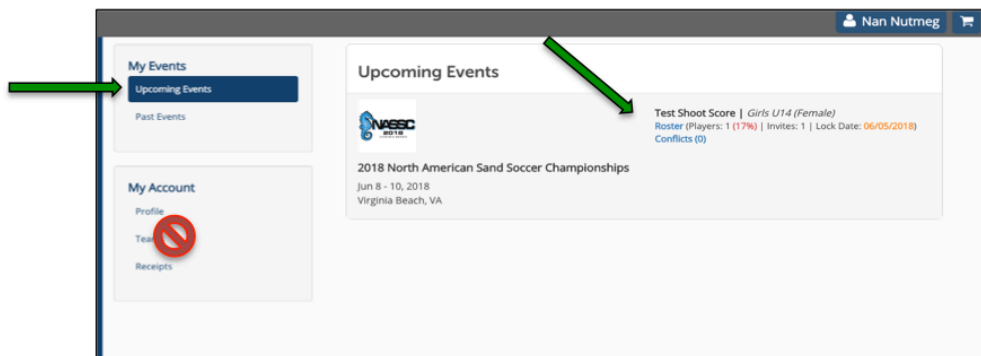
## ROSTER MANAGEMENT

**\*\*Manage your 2019 NASSC Roster from the "Upcoming Events" section ONLY.**

### The BIGGEST MISTAKE MANAGERS MAKE? Managing rosters in the wrong section.

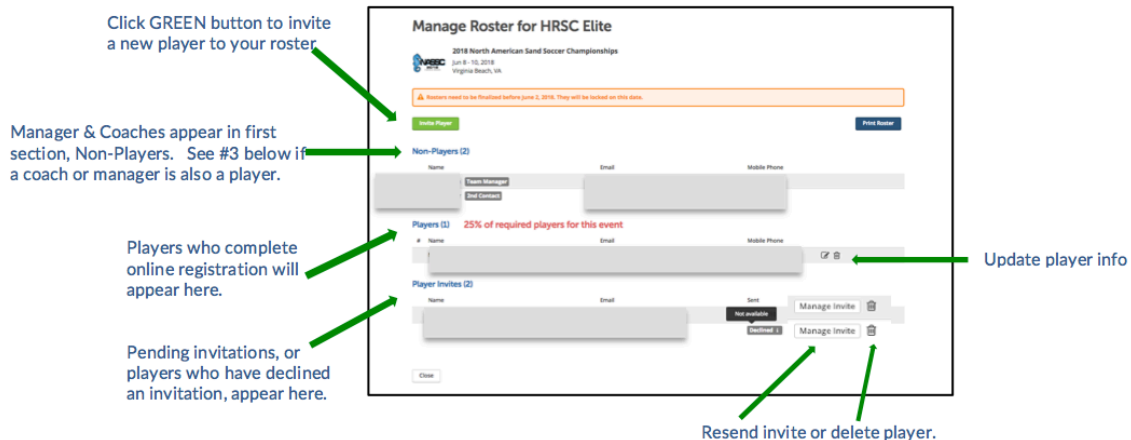
*But that's not you, right? Check this out...*

Click "Upcoming Events", look for NASSC 2019, and the "Rosters" link over to the right.



### Adding, Deleting, or Resending Invitations to Players

- Use "Invite Player" at the top left of the page to add players.
- Use the arrow to the right of each player's name to resend invitations as needed.
- Use the garbage icon to the right of each player's name to delete a player.
- If you need to correct an email address for a player, delete that player and add them again using correct email address.
- Make sure your players/parents are checking junk or spam folders. Invitations arrive from [support-tournaments@teamsnap.com](mailto:support-tournaments@teamsnap.com). This is also the email address to reach tech support for TeamSnap Tournaments if you are experiencing *technical* problems with your account or your NASSC roster.



(Roster management continued on next page)

**Review of non-player roles** - we communicate primarily with the Team Manager.

- **Team managers or coaches who are also players** - add them to the player roster by sending the player invitation just as you would for any other player.
- For changes to the non-player roles (manager or coach), please contact [gina.koehler@sandsoccer.com](mailto:gina.koehler@sandsoccer.com).
- Don't worry about adding any assistant coaches to TeamSnap.
- See Manager & Coach registration requirements – page 6

**Notify us of changes including:** (these are changes you won't be able to make on your own)

- **primary point of contact (team manager)**
- **coaching changes or coach contact information** (incl coach name, email, and cell phone)
- **team name**
- **competition level** (this appears in your registration confirmation receipt)

Contact NASSC's Administrator directly at [gina.koehler@sandsoccer.com](mailto:gina.koehler@sandsoccer.com).

When requesting changes include team name, division, and gender.

The deadline for changes in team name or divisions is April 30, 2019. We cannot guarantee accommodation if divisions have filled.

All other changes should be communicated prior to the roster lock date.

### **PLAYER WAIVERS & CODE OF CONDUCT and LATE ROSTER ADDITIONS**

Players will complete waivers and agree to the 2019 NASSC Code of Conduct by accepting the player invitation through TeamSnap. The link to do so will be in the email each receives.

Any player who has not accepted their invitation by May 27<sup>th</sup> is considered a write-in. Write-in players must download both the [Release & Waiver of Liability](#) and the [2019 NASSC Code of Conduct](#). Both are linked from our website. These forms must be turned in with the roster in person at the June 7<sup>th</sup> team check-in. See Team Check-In for additional details.

**Rosters will be locked on May 27, 2019 @ 11:59 PM** or when team manager requests online check-in, whichever comes first. Teams making any player or coaching changes after the lock date will be required to check-in on Friday night, June 7, 2019. Note write-in requirements above.

*(Next Page: Manager & Coach Registration – Required)*

## MANAGER & COACH REGISTRATION

**\*\*REQUIRED\*\***

All participants, including managers and coaches, are required to complete waivers and agree to the 2019 NASSC Code of Conduct. Managers and coaches will do this through the [Manager & Coach Registration online](#). Keep your confirmation emails so you know which coaches have completed registration.

**\*\* Check confirmation emails to make sure you and your coaches registered with the correct team \*\***

No more than two non-players (coach or manager) will be allowed on the sideline and both must be registered with the team for the event. Each team may have up to one (1) coach and one (1) assistant coach on the team sideline. If a coach is unavailable, the registered team manager may be on the team sideline.

The manager and coach registration will be open through June 6, 2019 and must be completed prior to the team completing their check-in.

If link above does not work type in

<https://www.cognitoforms.com/NorthAmericanSandSoccerChampionships/2019TeamManagerAndCoachRegistrationAgreement>

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## TEAM CHECK-IN

Teams are given the option to check-in online June 1<sup>st</sup>-June 5<sup>th</sup>

**OR**

In person June 7<sup>th</sup> (5-9PM) @ Virginia Beach Convention Center - 1000 19th St, Virginia Beach, VA 23451

**For Online check-in** is available for teams who have their player roster completed in TeamSnap by May 27<sup>th</sup> and whose managers and coaches have also completed their registrations per above.

1. Verify player roster by logging in to your event roster in TeamSnap. **MAKE SURE YOU ARE LOOKING IN THE CORRECT AREA AND FINDING THE NASSC ROSTER** (see page 3).

Your roster should look like the following and should include all players.

<b>TEST TEAM (999)</b>			
<b>OFFICIAL TEAM ROSTER</b>			
2019 North American Sand Soccer Championships - Division: 99 Girls U14 Sea (Female)			
Head Coach : Top Coach   Team Manager (Primary Contact): Rockstar Manager (999) 999-9999			
Additional Team Contact: Jane Doe (999) 999-9999			
# Players	Last Name	First Name	Date of Birth (mo/day/yr)
1.	Beach	Betty	01/23/4567
2.	Clover	Caroline	08/9/4567
3.	Enchantic	Betty	03/04/4567

2. Check confirmation emails to confirm all managers and coaches for the team have completed their registrations in Cognito (per above).
3. Request online check-in [here](#) (available between June 1-June 5 only).  
<https://www.cognitoforms.com/NorthAmericanSandSoccerChampionships/OnlineTeamCheckIn>

*(Team check-in continued on next page)*

4. Watch emails: the first is only to let you know your request was received. Once your roster and manager/coach registrations are reviewed and accepted you will receive a check-in confirmation.

**READ EMAILS CAREFULLY: If you do not receive the e-mail confirming the team IS checked-in you must show up for Friday check-in.**

**For In-person check-in** – this is for all teams who either did not receive confirmation online check-in was accepted or who need to make last minute changes to the roster. You must bring to check-in:

1. TWO (2) printed copies of the team roster – print from the roster view in TeamSnap. Write-in any additional players.
  - a. All U-11 and older teams are allowed only 10 players per roster (U8, U9, and U10 are allowed 12 players). Verify eligibility of all players.
  - b. Coed teams must have a minimum of three (3) females on the roster.
2. Signed copy of the 2019 Release & Waiver of Liability for *each* write-in player.
3. Signed copy of the 2019 NASSC Code of Conduct for *each* write-in player.

**Don't forget to stop by the Headquarters Tent nearest your field Saturday morning to collect the souvenir cups for your team!**

*Water stations will be four locations for filling your cups and water bottles!*

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### **TeamSnap Tournaments MOBILE APP**

Like last year, all team members should download the TeamSnapTournaments mobile app. This app will also be used as a communication tool in case of emergency or weather-related situations. It may also be used during our event to track schedules and scores.



Available for [Android](#) and [IOS](#). Look for the trophy cup icon to find the correct app. Select “North American Sand Soccer Championships” as a favorite and add any teams you will be following. Also, be sure to change your settings to accept notifications.

TeamSnapTournaments is not a team management tool\*.

\*Other TeamSnap applications are not integrated with their Tournament application and are NOT used by NASSC 2019 for communications, roster management, scoring, or otherwise.

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**Your role as a team manager is very important -- we appreciate you!**

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