



Bowen Island Football Club

TEAM MANAGER ROLE



Dear BIFC Manager,

Thank you for your willingness to support soccer on Bowen Island by offering to become a BIFC 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](#).

Youth Team Managers, please contact the opposing team on Thursday to confirm game time and location. The host team is responsible for initiating contact. We have been advised by the league they will provide us with a team contact list. The Club has provided your name and contact details to the league for opposing teams to contact.

As host team, please email visiting team managers our "Visiting Team Guidelines" letter due to the unique circumstances of travelling to Bowen. This letter will be provided to you at the beginning of each season. Communicate and coordinate any game cancellations and/or changes with opposing managers.

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 Club GM 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
- ✓ Cambie 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 Coaches, Managers and Board members etc are required to submit a current CRC (they are valid for 5 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](#). BIFC's Access Code is **E3DSSWHA2W**.

CPR/FIRST AID

All coaches and managers are encouraged to hold a current Basic First Aid/CPR certificate (valid for 3 years). BIFC will cover the cost of this certification.

Duration: 2 hours online, 2 hours in person

Cost: \$60.00 to be covered by BIFC and you get a mask and a 3-year certification.

Timeline: Courses are offered through BIFC once we have a group 8 people ready to take their certification so please inform the Club (gm@bowenfc.com or info@bowenfc.com) and you will be added to the wait list and advised when the next course is available. If you have a current CPR or Basic First Aid Certificate, please let the Club know and you will be exempt. [Here](#) is a pdf of what the course entails.

Thank you once again for all you are doing to support our community.

Best wishes,

Bowen Island FC

