



## La Roca FC Team Manager Checklist June 2023

1. Make sure all players have been added to your Ollie team.
  - a. You can find the codes to add parents and players to the team by clicking on Teams on the bottom tab. Click on Invite New Members, and then copy the instructions and text or email it to parents
  - b. Make sure to remove any players from your team that are not returning if you used the Ollie app last year.
2. Assist the Head Coach in sending Player Registration Codes & Registration Information
  - a. All players and staff need to be registered in Affinity by June 10th.
  - b. Here are the links for players, admins and coaches to register. Each area has their own direct link. If you try to register yourself or a player using the wrong link it will say that the team assignment code is invalid.
    - i. La Roca North: [uysa-laroca.affinitysoccer.com](https://uysa-laroca.affinitysoccer.com)
    - ii. La Roca Salt Lake: [uysa-larocasaltlake.affinitysoccer.com](https://uysa-larocasaltlake.affinitysoccer.com)
    - iii. La Roca Utah County: [uysa-larocasouth.affinitysoccer.com](https://uysa-larocasouth.affinitysoccer.com)
    - iv. La Roca Spanish Fork: [uysa-larocasf.affinitysoccer.com](https://uysa-larocasf.affinitysoccer.com)
    - v. La Roca Southern Utah: [uysa-larocasus.sportsaffinity.com](https://uysa-larocasus.sportsaffinity.com)
  - c. The admin over your area will be providing you with the list of team assignment codes as well as a sample registration letter that you can copy and paste into your Ollie team chat
    - i. You don't need to send out individual letters this year to all players on the team. Just send the information through Ollie to all players on your team
    - ii. If you haven't received this information reach out to the admin directly:  
North: Laura Coffee [laura.coffee@laroca.fc.com](mailto:laura.coffee@laroca.fc.com)  
Salt Lake: Tammy Ashby [tammy.ashby@laroca.fc.com](mailto:tammy.ashby@laroca.fc.com)  
Utah County: Angie Nydegger [angie.nydegger@laroca.fc.com](mailto:angie.nydegger@laroca.fc.com)  
Spanish Fork: Emily Davies [emily.davies@laroca.fc.com](mailto:emily.davies@laroca.fc.com)

Southern Utah: Sara Souza [sara.souza@larocafc.com](mailto:sara.souza@larocafc.com)

3. Register as a team manager on Affinity with the Team Manager code
  - a. You will use the same link as players posted above
  - b. On the main login page you will select Coach/Admin Registration

Tip: Hover your mouse over the 'Help' icons to get useful information! ?

Select registration type(s)

Select a season: \*

Fall 2023/Spring 2024

Select registration type(s): \*

☐ Player Registration

☐ Coach / Admin Registration

\* are required fields

Continue >>

- c. On the team assignment codes spreadsheet sent to you by the area admin there will be a specific code for you to register as a Team Manager. (The code will end in TM03)
  - d. Prior to registering you will need to have the concussion training completed and have the certificate ready to upload. (see below for instructions on this training)
  - e. Once you register in Affinity as the Team Manager for the team you can log in and see the roster and see what players have registered so far.
4. Fill out uniform spreadsheet
  - a. The uniform spreadsheet can be found on our website under Team Manager Resources. You can also find information on how to fill out the spreadsheet on our website here: [Team Manager Resources](#)
  - b. Collect player contact information and uniform numbers from all players to use to fill out the spreadsheet
5. Attend one of the La Roca Team Manager Zoom Meetings
  - a. Team Manager meetings will take place on Thursday May 25th and Monday June 5th at 8:00pm. Zoom Meeting links will be sent through the Ollie Team Manager club wide chat
6. Complete SafeSport Training
  - a. [SafeSportTrained.org](https://www.safesporttrained.org)
  - b. Enrollment Key: tsVWe36Xa6PS3b5NzOug
  - c. If you haven't logged in to the new site this year (2022) you will have to try and login with your old username and then request a new password.

Then once the new password is received and set you can login and see all of the previous coursework you have completed

- d. Your email address on file with SafeSport now HAS to match the email address on your Affinity account as coach otherwise it will not sync with the system and upload your completed certificates
7. Complete Concussion Training
  - a. <https://nfhslearn.com/courses/concussion-in-sports-2>
8. Work with the head coach to set up a team meeting
  - a. Find out the registration dates for the summer tournaments your team will be participating in and let parents know how much the cost of those tournaments will be and when payment is due.
    - i. Most tournaments are paid by check or credit card. If you pay by a credit card there is always a convenience fee so make sure to include that cost in the total you are dividing up between the players so it doesn't come out of your pocket
9. Set up a Zion's team bank account if your team is new (or did not set one up last year)
  - a. If you need to change any of the people who had access to the account from last year (change in team managers or coaching staff) please fill out the form again and let Heidi Wheelwright know there are just changes to be made, not a new account to open.
  - b. New account sign up information can be found here:  
<https://laroca.fc.com/wp-content/uploads/2023/05/Zions-Team-Bank-Account1.pdf>
10. Read over the Team Manager Handbook and other resources we have for Team Managers on our website
  - a. [Team Manager Resources](#)