

## Duties of a Manager

Vital qualifications for managers include: good communication and organizational skills

Liaison between Coach and Parents

Timely Team Communications including: maintaining a high level of communication between parents and coaches, communicating with other teams regarding game times, field assignments, directions, etc.

Orders uniforms and gear

Confirm referee assignments for home games

Responsible for registering team with club registrar including the collection of the following items: (birth certificates, registration forms, player pictures, etc.)

Prepares and distributes team roster with parent information, phone numbers, email address, etc.

Coordinates with Coach to schedule games, tournaments, and scrimmages

Oversee tournament applications and registration (safe keeper of player cards, communicates directions, field assignments, t-shirt orders, and other tournament specifics such as parking fees, etc.)

Coordinates travel arrangements for overnight stays (if necessary)

Obtains travel permits for out of state games, handles paperwork for guest players

Arranges for indoor practice facility in winter months

Coordinates Tryout information

Goal of team manager is to provide parents with enough detailed information so they don't have to ask any questions. If nobody is asking questions, then the manager is doing their job. Informed people are happy people and happy people HAVE FUN!