



Team Manager Responsibilities

General Responsibilities

- Work with Coach/Families to determine the following:
 - Budget – will your team be having extra practices at an additional facility, tournaments that you may be entering, end of the year party, coaches gifts, kids gifts
 - Open a bank account specifically for your team funds “only”
 - Fundraising – what type of fundraising will be done to offset costs
- Snack Duty – generally for the younger teams
 - Parents alternate bringing snack and/or drink for kids after game.

Hilton Heat Website

- Ensure that all information on website is accurate for your team including:
 - Contacts (Coach, Asst Coach, Manager)
 - Roster (correct names, address, jersey numbers)
 - Schedules (Add practices, scrimmages, RDYSL games, tournaments)
 - Have Coach/Parents/Players fill out the Code of Conduct forms – keep filed
 - Forms found under Documents, Code of Conduct folder
 - Medical Release Forms – need to be filled out by parents for each player. You will “probably” use these for all of the tournaments that you enter
 - Forms found under Documents, Medical Release
- Assist with the collection of outstanding monies due to the club
 - Players will not receive uniforms or players pass until balance is “Paid in Full”

RDYSL Website

- www.rdysl.com
- Register team (By February 6th) for the new season
 - Information to come from RDYSL and HH Registrars/Webmaster on how to enter
 - Make sure to keep your Team ID – you will need this
- Attend Mandatory Coach/Manager Meeting at MCC – March 12th – times for each team posted on HH Website
- Review Games – dates and times (After March 16th). Ensure that there are no conflicts with band, school events, dual roster players)
 - Work with HH Field scheduling to get a new date/field if conflict
 - Make game changes in RDYSL prior to April 10th
 - After that – Fee to change games

Players Pass/Risk Management Pass

- Pictures are needed of each player for players passes.
 - Pictures should be of players “head/shoulders” only. Full head shot. No dark glasses. Do not cut off top of head, ears or chin.
 - Pictures provided to the Boys/Girls Registrar by 3/1 – via CD or thumb drive.
 - Do not put in a zip file
 - Label each picture with names – we don’t know who is who.
- Keep players passes for games/tournaments – DO NOT LOSE. Passes and RDYSL game day reports given to coach at start of game.
 - Make sure to get the passes back after the game – Ref may have them.
- Secondary Players Pass (Yellow) – if you have any players on team that are “secondary” to Hilton Heat – they will need to fill out Secondary Players form. All Signatures are needed (both coach, parents and players)
 - Form located on HH Website – under RDYSL Forms (Release to Secondary Team)
 - Give to Registrar after completion – as this is needed to obtain the pass.

Game Day – Reports and Referee Fees

- You will need to print 2 game day reports – prior to each game. These are found on RDYSL website
- Game reports are given to Referee along with the players passes.
- Home teams are responsible for paying Referees.
 - Check for each team will be provided by Hilton Heat. This will be all the \$\$ due to Refs. Therefore, you will need to cash check, put appropriate money in envelope for your home games only.
 - Put the game number and amount on envelope
- Collect Players and Risk Management passes after game

Tournaments

- Register your team for the appropriate tournaments via Online
 - Submit payments
- Day of Tournament
 - Check in your team with Tournament Registration
 - You will need – Players/Risk Passes, Official Roster and Medical Releases

Miscellaneous

- Notify Coach/Team of various club dates (uniform tryons, Cardinal Picture Day, Coach Apparel tryons)
- Collect any Fines that RDYSL imposes towards team and pay to Hilton Heat Treasurer. Each coach will be billed accordingly on the HH website.
- Hilton Heat Scholarship – this is available each year for 2 graduating seniors (one female, one male). Applications are in the guidance office at the Hilton HS.