



## **2015-2016 Duties of Team Manager**

1. Reports to the Team Representative.
2. Primary administrative assistant to the Team Coaching Staff.
3. Assure Team compliance with policies and procedures of the Club as they pertain to day-to-day operations of the team.
4. Assure that the team roster is current and accurate at all times, per the Club Registrar.
5. Maintain a file of all official documents (e.g. birth certificates, medical releases, etc.), as may be required.
6. Assure that all team and individual registration deadlines are met.
7. Schedule approved practice, friendlies and official games.
8. Check team in prior to the beginning of any tournament play and be familiar with the rules and regulations of the tournament in which the team is competing.
9. Communicate to players and their families timely and accurate information about scheduled events such as practices, games, scrimmages, club camps and tournaments. A "phone tree" may be used for this purpose when time does not permit distribution of email notification, but the Team Manager must assure that all players are notified. Email notifications are the preferred method of communication.
10. Communicate with the coaches or managers of other teams in the Regional Club League (RCL) and State Cup tournament to confirm game times and locations or changes in either and obtain field directions (if necessary).
11. Enter weekly CJSA OR CSL game and State Cup game scores.
12. Provide game roster sheets and player cards for the referee at all CJSA OR CSL and State Cup games.
13. Act as Head Chaperone when the team is traveling, or assures that another responsible adult assumes this duty in the Team Manager's absence.
14. Assign responsibilities of Team Manager to another parent in the event that the Team Manager will be unable to perform his/her duties and notify the Team Representative and Coach of the assignment.
15. Perform other duties as requested by the Coaching Staff, the Team Representative, or the Club Board of Directors.
16. Maintain a relationship of mutual respect and coordination. The Team Manager must work directly with the Coaching Staff and the Team Representative regarding team disputes or other problems that may arise.
17. Treat all matters, especially those involving players and parents, in a mature, fair, honest, and confidential manner.
18. Update Ginga FC website with scores, news, pictures and etc...
19. Communicate with coaches and club representative with any issues that might arise with parents.
20. Schedule parents meeting with coaches when necessary or when required by the club.
21. It is expected that you attend MOST of the meetings / practices / games.
22. Managers should be a ROLE MODEL for other parents.

Manager's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_