



Duties of Team Manager

1. Reports to the General Team Managers (Everson Maciel/Jessica Leiser).
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 (Chris Ruggiero and Jessica Leiser).
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. (Season and Tournaments)
7. Schedule practice and scrimmage times and locations.
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. (Check Tournament website for rules)
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 through gingafc.com 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 (at least 5 days prior) to confirm game times and locations or changes in either and obtain field directions (if necessary).
11. Assemble US Youth Soccer (USClubSoccer) player cards for the team.
12. Enter weekly RCL game and State Cup game scores. (www.gingafc.com, www.gotsoccer.com, www.ccsoccerleague.com)
13. Provide game roster sheets and player cards for the referee at RCL and State Cup games. (Friendly games included)
14. Act as Head Chaperone when the team is traveling, or assures that another responsible adult assumes this duty in the Team Manager's absence.
15. 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.
16. Perform other duties as requested by the Coaching Staff, the Team Representative, or the Club Board of Directors.
17. 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. (Mandatory 24 hour waiting period for parent/coach meeting)
18. Treat all matters, especially those involving players and parents, in a mature, fair, honest, and confidential manner.
19. Update the website.
20. Always pay the referee before the start of the game