

What Team Managers need to know about the Brockport Soccer Tournament?

Manager and Coaches Volunteer Responsibilities (with regards to the tournament):

- You are exempt from working the tournament for the team you are manager of. If you have more than one child playing for the club, you will be responsible for volunteer hours for the other players.
- Assistant Coaches are exempt from the team that they are coaching for. If they have more than one child, they will be responsible for the volunteer hours of those other players.
- Head Coaches are exempt from ALL volunteer hours for all children playing, even if they are coaching just one of the teams.
- Managers and Coaches will NOT need to fill out a volunteer exemption form. They will be automatically exempt under the guidelines listed above.

What the Tournament Committee Asks of Managers:

- Go over the above Parent's Responsibilities with all Parents at your parents meeting. If a parent is not present at the meeting, or your meeting has already been held, please communicate all these responsibilities to the parents via email or another means.
- Make use of the rosters on your team's website. The more complete that information is, the more complete information we have, and less work you will have to do updating your teams contact information during your game season.
- We need accurate cell information to call parents the weekend of the tournament and move shifts/call when parents don't show up, etc.
- Communicate valid conflicts with Kasey. Example: Single Mom who is a nurse and works weekends.
- Other than listed above, availability is not taken into consideration when the schedule is completed.
- "Special" circumstances that are known to us are considered when placing families with specific jobs.
 - Parents with a disability
 - Parents of large families/3+ players
 - Extraordinary circumstances
- Once the schedule is posted, each Manager must review the shifts with the families on their teams.
 - We would prefer that you do this **in person** at a game or practice.
 - This is vital because some families ignore emails coming from the club
 - Some families also have requested "no mail" from the club, and their email addresses aren't available to the Volunteer Committee. So if you don't review in person, they won't know about the shifts.
 - Every missed shift results in a domino effect that greatly impacts the rest of the day's schedule.
- Volunteer Committee will be sending a notification to all families that the schedule has been posted on the website, along with instructions on how to access it.
- Encourage families to exchange shifts once game schedule is posted to minimize conflicts with their child's games.
 - Parents should expect to miss one or more of their child's games during the tournament. Being realistic with them about this leads to less disappointment later on.
 - If they change a shift with another parent, they **MUST** complete the shift exchange form. This allows the Volunteer Committee to have the correct information on who is working where (and have the correct phone numbers to contact the workers in case of change/emergency).