



Team Manager Responsibilities

What follows is a list of important roles that must be filled. As Team Manager it is vital to communicate with your coach to see which of these roles he/she wishes to retain, and which are to be delegated to you. As Team Manager you will be responsible for making sure each role is accomplished, but should feel comfortable seeking help from other parents on the team in performing these roles.

Task	Description
Burnsville Tournament	Organize volunteers to cover assigned duties at the Burnsville Tournament.
Communication	Set up email or phone system for communicating team information to families. Realize some families do not check email daily; urgent messages should go out by phone. Keeping everyone informed of everything is the single most important role of a team manager, and the most crucial to a successful season and positive experience.
Documentation	Maintain several copies of the official team roster and a copy of each player's birth certificate and medical release. All tournaments will require some or all of these documents to check-in.
Match Report	Complete and present to referees before each game. Make sure any players not playing in the match are crossed off and any play-ups are added to the roster.
Pay Referees	Before home league games, give center referee cash for each of the three referees. Do not use checks, and make sure to have the cash divided up (paper clips work great) so that each has the right amount.
Player/Coach Passes	Maintain official coach and player passes and present to referee prior to EVERY league and tournament game. NO PASS, NO PLAY! If your team does not bring passes to the field, you will forfeit that game and be fined.
Report Scores	Call in league game scores to MYSA telephony system with 24 hours of game.
Snack Schedule	Develop and produce a rotating schedule for families to bring halftime snack and/or post-game treat.
Social Gatherings	An important element to the youth soccer experience is providing team-bonding experiences. Depending on age and gender, sleepovers, movie nights, bowling outings, etc. can help bring the team together. Be conscious of cost.
Team Account	Collect funds from families and write checks to tournaments, etc. for team expenses. Maintain appropriate documentation.
Team Party	Plan and execute a post-season (typically August) party for the team. Locations with swimming are always most popular. Be sure to pick a date early, before families plan their vacations.
Team Pictures	Arrange for team photo session with Varsity Photos, distribute order packets to players and collect. Distribute pictures when they come back.
Tournaments	Apply to and pay for (out of team account) selected tournaments. Check in team at tournament. Make hotel reservations for out-of-town tournaments.
Travel Permits	Apply for interstate or international travel permits from MYSA if you will be leaving the state or country. Leave appropriate time frame (60 days).