

GENERAL DUTIES TEAM MANAGER DUTIES

1. **Administrative**

- Register your team's players new players (have player/parent register on-line and/or complete a Registration form, Parent Agreement and Player Code of Conduct) and contact Club Registrar
- Work with your team coach to organize the season (practice times, tournaments, etc).
- Set up a phone tree to get information to players (changes in times, cancellations, etc)
- Call team meetings with all the parents, at beginning of season and afterwards as needed
- Apply to tournaments, including the SCYSA State Cup.
- Attend or arrange to have someone attend any League meetings (usually 1 a season in Columbia)
- Collect and disburse team funds, including paying referees at home games.
- Monitor your parent's sportsmanship at games; and, if needed, contact the Club
- Complete required paperwork for any Red Card received by player and or coach ejection from a game

2. **SCYSA Forms**

- The Club Registrar will give you a SCYSA Manual of all forms, rules, calendar, etc
- Work with Club Registrar on SCYSA forms (Permission to Travel, Add/Release/Transfer Players, etc)

3. **Point of Contact for the Club**

- Organize your parents to help at the Club tournaments
- Bring to the Club's attention any situations that should be addressed.

4. **No Coaching Duties**

- Team Managers are not team coaches and have no coaching duties.

5. **TAKE TO EVERY SOCCER MATCH** (many Team Managers use a zip-up, weather-proof, 3-ring binder)

Must: Game Report (manager or coach must record game score on hotstat web site)

Must: Player Passes (laminated; signed exactly as name on front; recent color picture, no hat)

Must: Official State Team Roster (keep your original, stamped roster; **only give out Xerox copies**)

Must: Coaches Passes

Must: Birth Certificates (Xerox copy of official certificate with a seal, not a hospital certificate)

Should: Medical Release Forms (needed if an injured player is taken for treatment)

Should: Copy of Players' insurance cards (needed if an injured player is taken for treatment)