

# Monticello Soccer Club

## Team Manager Duties



1. Conduct a parent meeting by early March:
  - a. Introduce parents to each other, especially those new to the club.
  - b. Determine parents' wishes/goals for upcoming season.
  - c. Determine if parents want a volunteer or paid coach.
  - d. Identify team treasurer and webmaster.
  - e. Ask parents to provide ALL known and potential conflicts so that you can schedule around them as much as possible.
  - f. Determine tournament participation:
    - i. Number of tournaments in which to participate.
    - ii. Location of tournaments.
    - iii. Cost of tournaments.
    - iv. Dates of tournaments (early, mid, late season, etc.)
    - v. Participation in district and state tournaments.
    - vi. Have every registered adult (coach/manager/treasurer and two other parents) complete an adult disclosure form and return to the club registrar to obtain passes.
  - g. Club provides \$500 per summer season to each team.
    - i. Can be applied to anything soccer-related (coach, training, tournaments, equipment, etc.).
    - ii. Provided to teams at the end of the season after equipment bag has been returned and any outstanding fines/fees have been paid.
2. Complete on-line background check (MANDATORY).
  - a. Go to MYSA website for instructions  
[\[www.mnyouthsoccer.org/programs/backgroundcheck.cfm\]](http://www.mnyouthsoccer.org/programs/backgroundcheck.cfm).
  - b. Review /print PDF instructions.
  - c. Use link on MYSA website or go to [\[www.mcdowellagency.com\]](http://www.mcdowellagency.com).
  - d. Click on "Client Log-in" at top of page.
    - i. User ID: MYSMTC
    - ii. Password: MYSMTC
  - e. Complete on-line background check before March 31.
3. Attend mandatory MYSA coaches meeting before start of each season:
  - a. Saturday, April 24. Locations announced on MYSA website [\[www.mnyouthsoccer.org\]](http://www.mnyouthsoccer.org).
  - b. If manager cannot attend, make arrangements for coach or another parent to attend.
  - c. Collect all documents and information distributed at meeting.
  - d. Report necessary information to parents.
  - e. RESCHEDULE VOLUNTARILY CHANGED GAMES BY MAY 8.
4. Prepare and maintain player/coach passes:
  - a. Obtain player/coach passes from MSC registrar.
  - b. Obtain/take photos of each player/coach.
  - c. Attach photos to passes.
  - d. Have each player/coach sign their pass.
  - e. Laminate front and back of every pass. Lamination pouches are available at places like Walmart and Target so you don't have to use an actual laminator.
  - f. Punch holes in passes and put all passes on a binder/key ring.
  - g. Recover passes from referees after every game.
  - h. Obtain replacement passes from MYSA for any lost passes.

- i. If player has pass confiscated for a red card, fill out temporary pass, have it signed by refs, and make arrangements for the return of the confiscated pass after suspension has been served.
- 5. Obtain and maintain other player documentation:
  - a. You must have a completed medical information form for each player at each game. You can download this from the club website.
  - b. You must have a copy of a birth certificate (does not have to be original) at each game.
- 6. Manage team equipment:
  - a. Obtain team bag from club equipment coordinator before first practice:  
Game ball, cones, goalie shirt, goalie gloves (U12 and under), first aid kit, 4 corner flags, pinneys (number varies based team size), extra uniform (one jersey each color and pair of shorts).
  - b. Set up corner flags at every home game and collect flags at end of each game.
  - c. Maintain all equipment.
  - d. Return team bag to club equipment coordinator with 30 days of end of season:
    - i. Replace any lost items
    - ii. Wash any washable equipment (extra uniform, pinneys, goalie jerseys, etc.).
- 7. Coordinate team uniform/apparel needs:
  - a. Obtain player uniform/apparel needs by the end of February.
  - b. Collect funds necessary for uniform/apparel orders.
  - c. Submit uniform/apparel orders to club Equipment Coordinator by the end of February.
  - d. Distribute uniform/apparel orders to players.
- 8. Coordinate team communications:
  - a. Print and distribute game/practice/treat (if applicable) schedules to all parents.
  - b. Print and distribute roster with addresses, phone numbers, and e-mail addresses to all parents.
  - c. Print and distribute field locations/directions to all parents.
  - d. Communicate at least weekly (preferably by e-mail) with parents regarding upcoming schedule and news from club or MYSA.
  - e. Provide team webmaster information for placement on team website.
  - f. Communicate with opposing coaches/managers regarding game cancellations and reschedules (minimum \$200 fine for each game forfeited for failure to show and parents of team will have to pay fine).
- 9. Coordinate club communications:
  - a. Work with board to find a paid coach for team (if parents so elect).
  - b. Work with field coordinator to schedule fields for practices and reschedules of games.
  - c. Work with news coordinator to report scores and tournament results/stories for publication in the Monti Times.
  - d. Distribute information provided by club board, directors, or coordinators to parents.
  - e. Provide responses to club requests for information.
  - f. Represent team at any club team meetings.
  - g. Communicate team/parent concerns to board.
- 10. Coordinate MYSA communications:
  - a. Complete official MYSA roster form for every game:
    - i. Available at MYSA website [[www.mnyouthsoccer.org/forms/matchlineup.pdf](http://www.mnyouthsoccer.org/forms/matchlineup.pdf)]
    - ii. Every player name, pass #, and jersey #.
    - iii. Game date.
    - iv. Field and opponent codes.
    - v. Signed by manger or coach.
    - vi. Provide to referees with passes before every game.

- vii. Easiest to fill out all games for season ahead of time.
  - b. Provide referees with stamped, labeled envelope for every home game (labels provided in coach's packet handed out at MYSA mandatory coaches meeting).
  - c. Report all game scores on MYSA telephony system or online:
    - i. For U11 and older teams.
    - ii. Instructions in coach's packet handed out at MYSA mandatory coaches meeting.
    - iii. \$50 fine for each game not reported to system (parents of team will have to pay fine).
  - d. Register to participate in state and district tournaments.
    - i. Done through the MYSA telephony system or online.
    - ii. Failure to positively register results in no participation in district or state tournaments.
    - iii. Deadline is provided in coach's packet handed out at MYSA mandatory coaches meeting, is posted on MYSA website calendar, and repeated on MYSA telephony system.
  - e. Communicate with MYSA office for return of passes for suspended players (red cards).
  - f. Communicate with opposing managers/coaches for reschedules and make-up games.
11. Coordinate tournament registration:
- a. Determine tournament participation with parents.
  - b. Make sure funds are collected from parents.
  - c. Complete necessary registration paperwork.
  - d. Provide tournament schedules, directions, etc. to parents.
  - e. Register team for district tournament (if applicable).
    - i. Via the MYSA telephony system.
    - ii. Pay team participation fee (check, reimbursable by club).
    - iii. Obtain OFFICIAL roster from club Registrar to provide to district tournament host at check-in for tournament.
    - iv. Pay referee fees (cash, reimbursable by club) for each district game.
  - f. Coordinate state tournament activities (if applicable).
    - i. Have player passes stamped at district tournament.
    - ii. Assign a parent volunteer as field marshal for one state game.
12. Coordinate team fundraising:
- a. Decide with parents for which, if any, fundraisers the team will participate.
  - b. Work with treasurer to manage funds.
  - c. Communicate with club for club fundraisers.
13. Coordinate team volunteers:
- a. Communicate volunteer opportunities to team parents.
  - b. Keep track of time volunteered by team parents.
  - c. Report volunteer time to club Volunteer Director.
14. Manage player registration:
- a. At end of season, make sure all players have registration forms and important dates for the next season.
  - b. Hound players to return their completed registrations to the club for next year by the deadline and follow up on the ones that don't (the club will periodically send you a list of registered players throughout the off-season).