

# San Francisco Vikings Soccer Club, Inc.



**Founded 1923**

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## Timeline of Activities and Team Manager Role

Below is a general overview of the timeline of activities that take place over the course of the soccer year. Over the course of the year, the working relationship between the Coach and Team Manager and other volunteers will evolve based on prior experience and the individuals involved. Thus, team will have variations on the specific tasks the Team Manager and other volunteers take on. The outline below is a high level summary that illustrates some of the ways the Team Manager can assist the Coach throughout the year.

### **Pre-Season: April – July in advance of start of Fall season**

#### **Team Decisions & Activities**

Registration & Team Meeting – April/May

Set Fall practice Schedule

Set August and Fall Tournament participation

#### **Team Manager Tasks**

Assist Coach with registration process

Assemble team contact information and distribute to players

Work with Coach to recruit as other parent volunteers to help during the year

Appoint a Team Treasurer

Help coordinate uniforms – remember: Home team is responsible for uniform change in the event of a conflict.

Fall Practice Schedule

Work with Coach to decide on practice times/days

Register for field reservations through SF Park & Rec (online - in June)

Tournaments

Work with Coach to decide on Fall tournament participation

Apply and register for Fall tournaments

### **Fall Season: August – early November**

#### **Team Decisions & Activities**

Regular weekly practices & games

Tournament participation

## Timeline of Activities and Team Manager Role

Teambuilding/social event(s)

### **Team Manager Tasks**

Communicate contact lists and Season game schedules to parents  
Work with Coach to establish practice and game routine. For example  
    Logistics around water, bench, sun shade, etc. at games  
    Communication plan for rain-outs/ late schedule changes  
Coordinate payments to Referees for all home games  
Tournaments  
    Follow up on tournament registration and paperwork  
    Communicate schedule of games and other tournament activities  
    Arrange hotels and team meals (if applicable)  
Coordinate teambuilding/social event either during season or at end of season  
Work with Coach to plan winter schedule – i.e. Futsal, Cup participation

### **Winter Season: Nov (Registration); Jan – Mar (Futsal games)**

### **Team Decisions & Activities**

Register for Futsal League  
Set winter practice schedule  
Decide on Spring Tournament participation

### **Team Manager Tasks**

Register for Futsal league (if applicable)  
Secure winter practice venue  
Communicate winter schedule  
Work with Coach to establish practice and game routine  
Work with Coach to finalize Spring Tournament participation  
    Apply and register for Spring tournaments

### **Spring Season: Jan (Registration) Mar – June (Games)**

### **Activities**

Register for Spring League Play (Jan)  
Set practice schedule for Spring and secure field  
Regular weekly practices & games  
Tournament participation (if applicable)  
Social/Team building events

### **Team Manager Tasks**

Register for Spring League Play (Jan)  
Secure practice fields for Spring practices SF Park & Rec – online in Jan)  
Communicate contact lists and Season game schedules to parents

## **Timeline of Activities and Team Manager Role**

Coordinate payments to Referees for all home games

Work with Coach to establish practice and game routine. For example

Logistics around water, bench, sun shade, etc. at games

Communication plan for rain-outs/ late schedule changes

Tournaments

Follow up on tournament registration and paperwork

Communicate schedule of games and other tournament activities

Arrange hotels and team meals (if applicable)

Coordinate teambuilding/social event either during season or at end of season