

Glacier United Soccer Club Team Manager Responsibilities

OVERVIEW

The role of the Team Manager/Parent is to support the select team in all areas not related to coaching. This allows the coach to spend their time coaching and leaves the administrative details to the Team Manager. This job works well if two parents can work together and share the responsibilities.

In the past, some coaches have fulfilled many of these duties by choice. It is a good idea to identify a parent that can perform these duties as soon after tryouts as possible. It should be someone that the coach is comfortable working with. The coach and the team manager should discuss the division of responsibilities, if the coach wants to be responsible for some of these activities.

Email is used as the primary means of communication from the State office to the Glacier United office and then to the coaches and team managers. Team managers must have access to email to be effective in this position.

Glacier United has hired Laura Strong as a part time administrator to manage the club office duties. She will be the main point of contact for all Team Manager Responsibilities except for fundraising. She can be reached through the Hotline phone number of 881-4051 or email at wysa@aboutmontana.net.

PRESEASON (November – March)

Coordinate the registration of each player on the team

- Registration will be handled as much as possible at the team meeting held after tryouts and no later than mid-November.
- The Team Manager will collect the registration forms, checks, player/coach photos and birth certificates, if needed) from the parents at the meeting. Then the team manager will follow up with families not at the parent meeting to complete the registration process.
- Verify that the forms are complete and all signatures are on the forms.... we will send them back to you if they are turned in incomplete.
- Keep 2 copies of the registration form (make copies with player's photo in upper left corner before turning into the Administrator. Give one copy to the coach before practices begin so that they have a copy of the medical release with them at practices as well as home and emergency phone numbers. Make multiple copies if more than one coach. Keep one copy for yourself
- Make a team roster with kids and parent's names, phone numbers, addresses and even email addresses and cell phone numbers to facilitate communication. Distribute to all team members.
- **RULE OF THUMB – KEEP COPIES OF EVERYTHING YOU DO.**

Identify referees for your team.

A minimum of 2 referees who guarantee that they will referee during the season and at the State Tournament that their child attends is required from your team. Meeting this requirement is a condition of your team being registered to play in the spring. It would be a shame if your team had to be disbanded due to lack of referees

- Help find parents interested in refereeing.
- Let current and potential referees know when the training will be held. It is a 2-day course on Saturday and Sunday.
- Let Administrator know who the referees for your team will be.

Coordinate Uniforms and Equipment

- Collect \$50.00 jersey deposit from each player
- Distribute uniforms to the players. They will keep the socks and shorts. They will return their 2 jerseys at the end of the season.
- Make a list of jersey numbers and alternate jersey numbers for the Administrator.
- Assist coach with pick up of balls, first aid kit, and other equipment at the beginning of the season and help return it at the end of the season.

Delegate

Identify parents who will be responsible for:

- Organizing the team fundraiser(s)
- Work on field preparation/maintenance
- Work in the concession stand on home game days
- Be a field marshal on home game days
- Coordinate snacks following 2nd game (you don't need snacks after the first game, older kids may not want/need snacks)
- Phone calling or phone tree volunteer
- Family to host end of season potluck/party

Schedules

- Distribute the game schedules and maps to players/families
- Check email and hotline for schedule changes prior to games.
- Provide schedule changes to players/families/coach.

SEASON (March-June)

Tournament

- In March/April the Administrator will let you know what hotel has rooms blocked for your team and the procedure for each family to reserve their room.
- Pass this information on to your team.
- *If your coach is not a parent of a player, talk with the coach and clarify who is going to reserve their room. You or the coach. It has been customary for parents to collect money to pay for the coach's room at tournaments if they have no*

children playing on the team. Consider the time that they are already giving your children.

- Make a list of where families are staying and phone numbers so that if you or the coach need to contact a player with schedule changes, etc, you will know how to reach them. Give players the name of the coach's hotel and phone number so that they can contact him/her. Cell phone numbers are invaluable during the tournament.

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Other Duties:

- Coordinate phone calling regarding schedule changes for practice or games.
- Work with parents on the sidelines to assure that their conduct is respectful.
- Coordinate selection of gift for coach(s). Collect money from each family.
- Coordinate an end of season party/potluck, etc.
- Collect jerseys immediately after last game. (It is easier to collect them dirty and wash them than to track them down all summer long)

POST SEASON

- Return jerseys, balls, team book, and other equipment to the Administrator.
- Write thank you notes from the team as appropriate.