



## TEAM MANAGER DESCRIPTION

Each team must have a team manager that will facilitate the operation of the team throughout the soccer season. This individual must have good communication and organization skills. The intent of this position is to offload the managing responsibilities from the team coaches and allow the coach to focus more on improvement of the player skills, development of competitive teams and to improve their own coaching skills.

The team manager's main function is to help the coaching staff and team by providing administrative support in the following areas:

1. Act as the primary team representative and communications link between parents, coaches and players.
  - a. Verify team information, names, addresses, age, insurance information, phone numbers, etc.
  - b. Provide copies of team roster with player information to all players and parents
  - c. Establish a phone tree
  - d. Communicating practice and game dates, location and times, to players and parents.
  - e. Provide maps and directions to away games and tournaments.
2. Conduct the player registration meeting with players and parents for player pass and NYSYSA form.
  - a. Collect birth certificates or prior year player passes, pictures, and signatures for each player
3. Assist the coach in registering the team in tournaments held throughout the year including providing required application forms and rosters.