



What does a Team manager do?

The main job of the manager is to do everything that needs to be done, so that the coach can concentrate on just coaching. This list may not be all-inclusive, but it is a start.

1. At the beginning of the year, coaches are to identify who is on their team and provide it to the registrar. Once approved, the State will provide official rosters and cards to the Registrar who will pass them on to you. Get each player and coach to sign their card (with formal name not nickname), apply a photo, and get the cards laminated. These cards are presented at each game. Do NOT give away your original roster. Make several copies and keep them in your book.
2. Make sure each player has a uniform set. Collect money and size information and provide to Uniform coordinator. Some teams use extra money in the team kitty for an extra uniform set.
3. Develop and maintain an email distribution list. Provide a contact list for each parent (and coach) including each team member, their jersey number, phone number, email, parents' names, addresses. Parents also appreciate a small laminated card with players' and parents' names to help everyone get to know one another.
4. Maintain a book including a birth certificate and medical release form for each player. (Get from parents; needed for tournaments and possibly at games). Other useful things would be:

Team roster

Team contact list

Team schedule

League schedule

Practice field schedule

Referee contact list

League contact list

Player contact detail

5. Be the main point of contact for the team. Help your coach be a good communicator for practice or game schedule changes, directions to fields, what color uniform is to be used for each game, fund raisers, tournaments, etc.
6. Pay referee fees at league games. Send an email to Treasurer as soon as you know the number of league games you play. Include the team name and request

- that he specify how much goes to each ref. Treasurer will send you 1 check for the season from which you will need to have cash to pay refs at the game. It is good etiquette to have cash in correct denominations to pay each ref.
7. Work with coach to sign up team for tournaments. Collect money from parents to cover the cost of the tournament (these are not covered by club fees). Attend sign in the night before. Make arrangements for hotels if needed. It is considered good etiquette for the team to pay the hotel fees of a coach who does not have a player on the team.
 8. Each team will be set up with a team account for their money. Into this account you will put money collected for tournaments, from team fundraisers, etc.
 9. Fundraisers are to be team events, i.e., all (or most) members of the team should participate. Any money raised by the team is given to the club Treasurer to be put in your team account. This money can be used for any team expenses (such as tournament fees, travel expenses, coaches' hotel rooms, etc.) Send an email to the Treasurer identifying your team and requesting a check from your team account.
 10. If your team is traveling out of state, a Permission to travel form needs to be filed with SCYSA.org. The form can be found on scysa.org under forms/travel instructions/interregional travel notice. This form does not require any league signatures, so all you need do is fill this out, keep a copy (some tournaments may require a copy), and send a copy to the Mid State District Commissioner (whose contact information you can find on scysa.org). You will need to get a check from the Treasurer for \$20 to send along with the form. This money needs to come from your team account.
 11. Players or coaches who need to be added, transferred, or dropped after the main roster is complete: Adds: provide all contact information to the registrar, electronic copy of birth certificate for players, volunteer disclosure form for coaches. Transfer/drops: Use the form on SCYSA.org. All signatures must be obtained, then forward to the Registrar.
 12. Academy teams (U9-U12) are pooled teams, meaning that there is one main roster for league play which includes all players. This roster is used for league play – any of these kids can play in any league games as long as you have their card. However, for tournaments the roster size is limited, and you must obtain a tournament roster. Provide the name, date, and location of the tournament, and which players and coaches will be attending, to the registrar. The registrar will provide a tournament roster which must be signed by the coach and then forwarded to the State registrar. She will sign and return to you. Most tournaments will require you to provide an officially signed copy at sign in.

Key contacts as of Fall 09:

Treasurer – David Enzastiga, denzastiga@aol.com

Registrar – Evan Reed, evan.reed@alliedair.com or elitereed@windstream.net

President – Helmut Tissler, helmuttissler@aol.com