

# MANAGERS ROLES AND RESPONSIBILITIES



## SOLAR SOCCER CLUB: SOCCER EXCELLENCE THROUGH DEVELOPMENT

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Welcome Managers!

Each team will have a parent volunteer that will act as 'team manager', that is chosen by the coach. Thank you for accepting and volunteering as a team manager supporting Solar Soccer Club soccer team. Being a manager of a team is an important role and contributes to the success of all and the program as a whole. The manager is liaison between the coach and the parents and the club. Your knowledge and support with the team program makes the job easier for all. A good team manager becomes a vital source of information for the players, parents and coaches, and can have a positive effect on the success of the team and enjoyment for all.

This handbook will help you understand the duties and responsibilities of being a team manager. Communication is critical in the manager's position. You must be available via email; checking regularly and responding promptly to all requests clearly and concisely. The club is here to support you at all times.

### General Responsibilities and Duties

- **Liaison between the parents and the coach.**  
Keep the team organized and running smoothly by communicating important team information such as practice schedules, games schedules and any other team events.
- **Collect club dues, uniform fees, tournament fees etc.** Report/send payments to the club as directed. Keep proper records of all fees collected.
- **Maintain all records and information relevant to game play.**
- **Dispenses and collects all documents need for registration for the club, league etc.**
  - Birth certificate (no hospital/religious records)
  - Player registration forms (NTSSA Academy forms or US Club forms)
  - Medical Releases  
(Tip: Give parents deadlines that are days prior to your date due. Give notice that a deadline is approaching.)
- **Registers the team for league play and tournament play as directed by the coach.** Prepare all documents as required by the league, tournament, or event.
- **Maintain a current GotSoccer team account.**
- Help to solicit team volunteers for club events – **delegate responsibilities to parents.**
- Assist coach with the recruitment of additional players

Team Managers are not responsible for coaching or coaching decisions. They are not a sounding board for parental or player issues. If a parent has a concern direct him/ her to the coach. Team managers are purely to act as an administrator to the coach.

**This position at no point should prove to be a burden on you, your family life or personal life.**