



Team Manager Responsibilities- Academy/Select



The manager handles the administrative aspects of team business, and is generally the first point of contact for off-the-field issues. Responsibilities should be agreed with the coach after tryouts and generally will include:

- Communicating between the coaching staff and the team
- Supporting YMCA Striker policies and activities
- Collecting fees and paying expenses (Tournaments, coaches lodging, coaches meals)
- Maintaining team documentation e.g., team roster, player and parent contact list, player and coach passes, medical releases, and game schedules.
- Performing league activities e.g., generating match cards, reporting scores, rescheduling games, club passing players etc.
- Preparing the “team book” and having it is at the field for all games (team documentation)
- Completing tournament and other applications
- Arranging team and coach travel
- Chaperoning players when out of town

The manager can delegate responsibilities to other team parents, provided the coach is in agreement. There are numerous ways for other parents to be involved which will enrich the team experience for all e.g. arranging team parties, organizing team events, creating a team first aid kit, photographing games and chaperoning on trips.