



KINGDOM SELECT SOCCER

MANAGER RESPONSIBILITIES

Team managers are an integral part of the Kingdom Select Soccer Club and help the club and teams function more effectively. It is the manager's job to communicate between the coach, players, and the Select administration. The managers are expected to oversee the several parent volunteers that are needed.

Duties Include:

- Complete administrative duties, such as obtaining registration forms, birth certificates, and pictures (email in JPEG format), and tournament paperwork on time.
- Coordinate any team volunteers. Follow up to make sure all players have ordered uniforms online.
- Coordinate hotel and travel arrangements for tournaments and games.
- Provide a team roster with names, addresses, phone #'s, emails, and parent's names to all players via email!
- Collect and hold the player passes for each player. Include an identification card attached to the ring in case passes are lost.
- Create a calling tree and e-mail list for team communications.
- Update team information on www.gotsoccer.com
- Act as a conduit between the team, coach, and Club Administrator.
- Receive uniforms and distribute to the players when needed (most kits will be mailed to the player).
- Provide printed practice and game schedules, and distribute any other communications as may be necessary during the season as you receive them from the coach.
- Plan end of the season party for the team if applicable.
- Collect and have available notarized Liability/Medical Release Forms.
- Collect and have available photocopies of each player's birth certificate.

- Distribute Coaching Evaluation form for parents and Player Assessment to Coaches.
- Assist the team Coaches in any way needed to assure the smooth operation of your team and an enjoyable soccer experience for the players and parents.
- Have required adults/parents complete the Parent/Adult Consent Form
- See “Team Budget” on the last page of this document

At the TEAM MEETING

1. Speak with coach to determine practice schedule
2. Prepare a team budget, team roster and practice schedule
3. Obtain required/missing paperwork from players

All teams must fill out:

- Medical release (must be notarized), player code of conduct, & parent code of conduct.

Suggested: Get team volunteers for:

1. Coordinating tournaments and hotel arrangements
2. First-Aid kit – keeping it stocked
3. Tent – if team decides they want one at games
4. Scorekeeper – need someone at every home game to keep stats and do score sheet.

Home Games

1. Contact the visiting team 2 days prior to the scheduled match. Call refs to verify that they are showing up and what field you are playing on.
2. Arrive at least one hour prior to kickoff.
3. Have all player cards available for refs to verify
4. Have extra score sheets (home team supplies score sheet)
5. Pay refs

Away Games

1. Contact the home team 2 days prior to the scheduled match. Verify directions and that there are 3 referees scheduled. Verify field location and time.
2. Arrive 1 hour prior to match
3. Have player cards available for referee

Team Manager

1. Know all your club contacts
 - Club Administrator – Nick Michaels nick@kicsports.net
 - Field Coordinator – Stephanie Keenan steph@kicsports.net
2. Always call your opponent a few days prior to the scheduled date to confirm game time, location, etc. Constant communication is the key. If weather creates a question of whether the game is going to be played or not, this could save a lot of unnecessary drive time.
3. Make yourself easily available: home phone, work phone, cell phone, email, especially important on game day.
4. Always have a copy of a list of team members, parents, and other managers in your league including their phone numbers and email addresses.
5. List of important dates (i.e. registration, tournaments, travel permits).
6. Directions to our fields will be available via www.kicsports.net. Most, but not all, include addresses or intersection names in order to utilize mapping sites. If any of the information is incomplete then contact the manager from the team you are going to play.
7. Match Line-Up/Game Reports: Bring this to the game field
8. Know the State Guidelines for weather issues:
 - Heat, Cold, Thunderstorm and Tornado Watches and Warnings and when you can and cannot be on the field during any of these weather related items.

Game Scheduling

Games and Fields are scheduled through the WMYSA scheduler. All home games are at River Oaks Park in Galesburg, MI. Each team will have 8 games per season, 4 home and 4 away. Teams may request blackout dates prior to the season and before scheduling begins. Check the WMYSA calendar for submittal dates www.wmysa.org

Sportsmanship:

Each team is responsible for maintaining good sportsmanship among the coaches, players, and spectators before, during, and after competition.

Team Budget

(may need extra money for the following items)

Tournament Fees: 1-2 Tournaments/Season

Team Bench: \$90*

-expandable benches that come in a bag are the best, usually seats 6-7

Team EZ-UP Tent: \$80*

-if team decides they want one

First-Aid Kit: \$50*/season

River Oaks Fines: \$40*/season

-only incurred if flags and nets on fields are not taken down after games

End of Year Team Party: \$75*

**all prices are approximations*