

Managers Expectations

(See Team manager Handbook for complete details)

Managers are responsible for the administration and finances of the respective team. The manager can select parents, with the approval of the coach, to assist with team responsibilities.

Additionally they will be responsible for the following areas:

- Attend preseason managers planning meeting to receive forms, instructions and information packets
- Complete team info sheet for distribution on Registration day
- Contact players at coach's request
- Send out club invitations for tryouts, per coach's instruction
- Arrange for parents to help sign-players, organize etc.

Support Club Administrator with Registration / signing day

- Ensure that no contract or club paperwork is signed prior to the official signing day
- Present players and parents with budgeting financial obligations, rules, schedule contracts, medical releases and all other information pertaining to team operations and coaches special instructions.
- Ensure that all paperwork is filled out properly and verify accuracy, including birth certificates
- Collect initial payment with paperwork and make sure necessary forms are notarized
- Collect final Team Uniform listing (all numbers are decided by coach when there is a conflict))

Register team (make sure paperwork is submitted on time)

- Home association
- For Tournaments
- Register team for playing league

Meet Financial Obligations

- Ensure, with the help of the coach, all team obligations to the club are met
- In the case of financial hardship or difficulty in collecting fees, a manager should immediately inform the coach, so that he or she may resolve the problem

Refer all problems involving concerns of playing time and coaching issues to the team coach immediately.

Tournaments

- Meet with the coach to determine which tournaments the team will participate in. The coach selects tournaments for the team
- Obtain an application and find out what paperwork is needed for registration

- Register on time for the tournaments
- Present tournament costs to parents and collect fees
- Have a solid understanding of US Club Rules and PA West Rules with regards to tournament rosters and travel permits
- Apply for travel permit (when needed), if traveling outside of PA West. Travel permit need to be into state office 30 day in advance for thus tournaments and 90 days for foreign tournaments. You will need travel roster (signatures must match player cards and names must be the same as USYSA roster, player cards, USYSA roster and fees.
- Check with the coach to see if guest players are to be invited. Obtain release form, medical release and player pass. Follow state association guest player guidelines. Follow club and state association guidelines in regards to guest players at all times.
- Club policy states that guest players are to be selected and invited by coaches.

Additionally, as a matter of professional courtesy, requests for the release of the player shall be made from coach to coach.

- Arrange for hotel close to fields if applicable. Be aware of all cancellation policies.
- Arrange for coach's hotel, airline ticket, rental car and per-diem.
- Hand out coach's itinerary for the tournament outlining times and places for practices, meeting, meals, lights out and games to all players
- Register at tournament and attend manager's meeting

Website

- Manage team webpage with all required information.
- Upload team picture
- Register all members email addresses in the club wide e-communication system