

NW KICKERS TEAM MANAGER RESPONSIBILITIES

www.nwkickers.org

Below is a list of job responsibilities, which the team manager needs to do, ask, or delegate out to willing parents. The team manager is the liaison between coach, team and parents, i.e. correspondence, papers, schedules, etc. Meet with coach to discuss and plan the season. This would include team objectives, philosophy, possible tournaments as well as team activities. Each coach has their own philosophy of managing a team, so the manager roles will vary from team to team. The following is a list of recommended Team Management Positions:

Coach – is responsible for the overall management of the team.

Assistant Coach – helps out at all training sessions and games, and takes over as coach when required.

Manager – handles all paper work for the coach

Treasurer – creates checking account under team name, writes checks, cash for referees.

Communicator – Telephones parents on timely matters (training cancelled due to weather), and other teams.

Hotel Coordinator – reserves blocks of rooms for out of town tournaments.

Team Party Planner – plans for mid-season and year end parties for the team. Often more than one parent.

Web Master – maintains the team website at www.nwkickers.org.

Pre-Season Duties

A team meeting should be held as soon as possible. The coach and/or manager should discuss these topics:

- Introduce yourself and set goals for team with all players and parents
- Explain what is expected of players and their parents.
- Discuss practice and game schedules, including possible tournaments.
- Answer questions from parents and players
- Supply a roster to parents with player's names, addresses, phone numbers, jersey numbers, and parent's names.
- Enlist the help of parents to fill team management positions. It helps them to feel part of the team.
- Prepare a team budget and collect team fees.
- Open a separate bank account in team's name.
- Select a team representative to attend monthly board meetings.

Game schedules come from the MYSA and you will usually receive at the May coaches meeting. Make copies of schedule along with directions to away fields and give to parents. Field directions can be found at the MYSA website or in your coaches package.

A team Mom should organize a snack schedule for regular games and tournaments. Usually one family brings snack (ex. orange slices/grapes/watermelon at halftime) and another brings drink for after the game. Also a call during the week to the families bringing treat/drink is helpful.

The team manager must also fill out a MYSA adult consent form to get a coach pass to allow you on the field near coach, assistant coach and players. Check with the club's Risk Management Director if you do need to fill out a form.

The team manager needs to be familiar with procedures and other administrative paperwork that must be completed such as player transfers, playing-up procedures, and tournament guest players, etc.

Equipment should be budgeted under your team fees. Your budget should include a game ball, cones, pennies and a blood jersey. The original uniform may not be altered such as shorts or socks. Green jersey, black shorts and white socks are standard Kickers uniform along with a white alternate jersey. Home game jerseys are green/white, and alternate game jerseys are white. Home team changes to alternate jersey when requested. If you need a new uniform, contact the Kickers uniform coordinator.

Practice fields are available at the Brooklyn Park Athletic Complex on Zane Avenue by Edinbrook Elementary School. All teams must stay off official soccer fields until June 1st. During the BPAA soccer season (mid July – end Aug) the park and recreation teams have first priority over the fields. Please remind your team to be courteous of that rule. Also encourage families to keep fields clean during games.

You will receive each player's pass from the Club Registrar sometime at the end of April. Each player should sign his card. It is a good idea to write the player's jersey number in the corner of the card. The cards are designed so that you can tear off one half of the card and give this to the player. The remaining half, which has the photograph on it, is to be kept by the team manager or the coach. The cards must be laminated and should be put on a key ring. The Club Registrar will schedule a day to laminate your player passes. Please try to attend, as this is a free service provided by the club. Otherwise you must laminate the passes yourself at your cost. Make sure you bring the player registration cards to every game as they have to be presented to the referee/assistant referee at every game. **NO PASS NO PLAY.** The referee will check coach and player passes before each game.

Regular Season

- **Prepare Line Up/Referee Report Form** – Forms are found online at the MYSA website at www.mnyouthsoccer.org. Helpful to prepare one and make copies for your other games. You will need to fill in the player's name, registration number and jersey number on these forms. Either the team manager or coach will present a form to the referee at the start of each game. The home team supplies the referee with a stamped addressed (district coordinator's address) envelope to send in the results. Labels with the district coordinator's address will be handed out at the coaches meeting.
- **Obtain referee fees for home games** – Amounts vary by age. **Kickers Soccer Club** has a fee structure established. Check on club website at www.nwkickers.org for exact amount. The referee and linesman fees must be given to referee at the beginning of every game. If one of the assistant referees do not show, do not pay volunteers, instead give the money to the coach and let him/her decide what to do with it.
- **Obtain corner flags & misc. equipment** – Bring corner flags to home games only. Some equipment (i.e. first aid kit) will be needed at all games.
- **Report League scores** – Use MYSA telephony system to report scores for league games. Instructions are in coach's handbook.
- **Team & individual pictures** – Schedule pictures and notify team of date. (Kickers will arrange photographer and will notify coach of date).
- **Obtain final MYSA roster** – Roster will be mailed to club registrar, who will give them to team coach or manager. The Kickers Registrar will provide these after received from MYSA. This roster will be required for District and State.
- **Reschedule games** – First, make sure referee coordinator cancels scheduled referees for game being rescheduled. Second, call field coordinator and get new field on day that has been agreed upon by you and the opposing coach. Third, once field has been identified call referee coordinator and schedule referees for new date. Field and referee coordinator's name and phone number are on the club website. Last, complete official MYSA Game Reschedule Form and have both coaches sign it.
- **Assume coaching responsibilities** - During coach's absence take over his responsibilities. (If no assistant coach. Some of these duties may be delegated to volunteer parents).
- **Maintain medical waivers** – A copy of all medical waivers for the team should be available at all practices or games. Should a player become injured and an ambulance is called the medical personnel might need the information on the form.
- **Track Volunteer hours** – Kickers Soccer club requires all parents – provide 5 hours of volunteer time. Team manager is required to document hours of service performed by parents on his team. Once 5 hours is attained their deposit (check) will be returned.
- **Monitor parents behavior** – Coach/Manager are responsible for the behavior of their parents. Making sure parents are on opposite side of field from players, making sure there is no foul language at referee. Everyone represents the Kickers Soccer club.

Before Every Game

VERY IMPORTANT

Confirm game time/ location with other team. This should be done two to three days before each scheduled game.

- A Line-up/Referee report form with your team's information filled in.
- The home team provides a **stamped** addressed envelope with the boys/girls district coordinator' address on it. The referee will add both teams' game report form and send it to the district coordinator.
- The total center referee and assistant referee(s) fee that is due. Money should be in small bills, placed in separate envelope for each official.

Make sure you bring the player registration cards to every game. Make sure you have Medical Waiver Forms at all practices, and games. It is a good plan for both the coach and manager to have copies of the Medical Waiver forms.

After the game, the coach confirms the result with the referee and signs the referee report card. You or the coach will need to phone in the results of each game as instructed by the league.

Tournaments

Copy and Distribute Tournament Information – MYSA website lists tournaments statewide. Coach and Manager should pick three or four tournaments based on fee or distance or competition and discuss with parents. Once decision has been made send in team registration and fee.

Register team – Game day registration is typically done on first day of tournament at tournament headquarters. Usually before first game is played. Make sure you read tournament rules before you get to tournament site. Be aware of what information is needed to bring to team registration (typically player passes and medical forms). Make sure you allow sufficient time for team registration and travel time to the first game.

Out of State tournaments:

If you are traveling to a tournament that is out of state, check www.mnyouthsoccer.org for any registration forms that may be needed.

- Research and registration for tournaments, as well as obtaining travel permits.
- Obtaining player's passports (out of country) as required. Manager should keep passports.
- Reservation of hotel rooms for out of town/state tournaments. Line up hotels early, do not procrastinate or you will not find a hotel. Sometime hotels will set aside blocks of rooms for teams.
- Arranging for pins/badges for tournaments.

District Tournament Play

- Attend District Tournament Meeting – Obtain games schedules and locations.
- Distribute State Tournament schedule to parents

State Tournament Play (There is usually a meeting for teams playing in state tournament)

- Attend State Tournament Meeting – Obtain games schedules and locations.
- Distribute State Tournament schedule to parents
- Order T-shirts – Usually t-shirts are available at a discounted price, if ordered in advance.

Post Season Duties

- Collect equipment from players (As necessary)
- Purchase gifts for coaches/players – Optional (Check with parents for consensus.)
- Arrange year-end party – Optional - At the end of season decide as a team what to give the coach/coaches for a gift. Some get gift certificates; it's whatever your team may decide.
- Turn in First Aid kit

Summer Soccer Camps (Optional)

Some teams discuss soccer camps and attending together as a team. There are many camps in the local area.

Winter Indoor Soccer (Optional)

This is not a function that the coach or team manager is responsible for and players are not required to play, but it does help to keep the skill level up during those winter months. There are a good number of teams that have been playing indoor soccer.

If the parents should have complaints regarding the coach, they should be strongly encouraged to go directly to the source. If the problem is larger, please contact the Kickers Coaching Director or Gender Director.

If you ever have any injuries on your team, it needs to be reported within 72 hours in order to utilize the insurance through MYSA. This is only necessary if the player's family insurance does not provide coverage.

The league is always short on referees. Please contact Brett Corbitt 763 503-0609 if you know of anyone who may be interested in being a referee.

Club code of conduct for Managers/Coaches

Kickers Soccer Club has adopted the Code of Conduct for Managers/Coaches, which is as follows:

- Must respect the rights', dignity and worth of each and every person and treat each equally within the context of the sport.
- Must place the well being and safety of each player above all other considerations, including the development of performance.
- Must adhere to all guidelines laid down by Youth Council.
- Must develop an appropriate working relationship with each player based on mutual trust and respect.
- Must encourage and guide players to accept responsibility for their own behavior and performance.
- Must ensure at the activities they direct or advocate is appropriate for their age, maturity, experience and ability of players.
- Managers/Coaches should, at the outset, clarify with the player (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their manager/coach.
- Must always promote the appropriate Code of Conduct and positive aspects of the sport (e.g. fair play) to players, parents and spectators alike. Never condone violations of the Laws of the Game, behavior contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Must consistently display high standards of behavior and experience and be a role model for players, parents and spectators at all club training sessions, matches and events.

Club code of conduct for Parents & Spectators

Kickers Soccer Club has adopted the Code of Conduct for club parents & spectators, which is as follows:

- Respect the team manager/coach's view on football matters and provide positive support for the team manager/coach's role.
- Support the club's efforts to maintain high standards of behavior, sportsmanship and dress.
- Never condone violations of the Laws of the Game, behavior contrary to the spirit of the Laws of the Game or relevant rules and regulations.
- Kicker's parents and spectators to display high standards of behavior and be a role model for other club's players, parents and spectators at all club training sessions, matches and events.