

Team Managers Roles & Information

Scholarship Program Information

- All managers should read the scholarship program description on the emfc.org website for an explanation about the application process. If parents ask specific questions about scholarship funding, the managers should steer them to the website where my contact information is listed.
- Scholarship program is confidential... other parents, including managers, generally do not know who has a scholarship on their teams. Often coaches do not know either.
- If managers hear at any time that a player may drop off the team for financial reasons, they should tell the head coach immediately. The head coach will contact Jurgen, and Jurgen will work with the scholarship committee if necessary. Likewise, if a manager learns that a player is not going to a tournament for financial reasons, this information should be relayed to the coach ASAP. Managers should work with families to find solutions for transportation and hotel costs (sharing rides and rooms).
- If managers have questions contact Evon Smith: evonmieko@comcast.net

Key Roles of a Team Manager

- ❖ Act as a conduit between team, coach and club administrators
- ❖ Facilitate communication between coach and team without taking over the role of the coach
- ❖ Roster decisions have to be made by the coach, and manager should help communicate those decisions to club administrators and Director Of Coaching
- ❖ Manager should remain on the parent side during games.
- ❖ If you see a problem arising in form of unruly or unhappy parents, please contact Jurgen: jurgensoccer@comcast.net

Notebook

Every team manager needs a notebook. The notebook needs to be brought to the field for every game and tournament. The notebook should include:

- A team roster: Players first and last name, player jersey number, cell number, date of birth, Parents names, address, home and cell phone and email address. This should be emailed to the whole team.
- A copy of a Notarized Medical Release & Release of Liability form: always review, be familiar with players allergies. Make sure the date of their last tetanus shot is filled. Keep release forms private. (Let me know what players you still need a medical release for to complete your notebook).
- Do not carry a copy of birth certificates with you. It is not safe and frowned upon by the state. We will keep a copy on file in the office, if ever you need one for a tournament.
- Practice schedule – make sure everyone knows to check the website for practice schedule information and changes (at least weekly). There is always lots of other good info there too: (eugenemetrofc.org)
- Game schedules and field maps (can be found @ http://www.oregonyouthsoccer.org/test/fields_a_c.shtml/)

Players Cards

Every player, coach, assist coach and team manager must have a valid players card. (they are the only people, other than the players allowed on the bench side)

- A players card will not be issued to a player if they do not have both a birth certificate and a notarized medical release on file in the office. (Check with me to see who is missing what).
- Once I print players cards, they all need to be signed by the club registrar. There is a line for the players signature. It is not mandatory that they sign it, if need be for a future, out of state tournament they can do so over the laminate with tape placed on top.
- All players cards need a picture of the player and it needs to be laminated.
- Keep them on a ring.
- Players cards need to be presented before each game to the ref along with a roster and at check in for tournaments.
- If a player receives a red card, the ref will take the card and mail it to OYSA for a one game suspension, then mailed back to the team manager or registrar.
- EVERY player needs a players card. That includes guests at tournaments. It is up to the guest to locate their card (if they have one) from their team manager or coach. If they do not have a card, contact me. We can arrange for them to buy one.

Affinity

Attachments, directions and explanations on the following subjects can be found on the EMFC website under Administration >Team Managers:

- Registration (coach, team manager, players)
- Looking up your team
- Looking up a player
- Printing a report
- Adding a picture to a players card
- Adding jersey numbers
- Printing a roster
- Score reporting

Tournaments

I will help you register for tournaments. Keep me posted. Once you are registered, the ball is in your court. Get yourself familiar with the rules and the next steps to be taken (see the Tournament Check List posted on the website). Make hotel reservations early.

- Fill out a Tournament Checklist for each tournament to make sure you cover all of your bases.
- After your tournament, turn in a tournament fee sheet.
- Make sure if you have any guest players you get their parents name, address, phone and email for our bookkeeper. We can not pay the coach without complete fee sheet information.

Asking for help / breaking up the duties

Get several other parents to take on some roles:

- Fund raising coordinator
- Equipment manager
- Tournament travel manager.