

# Team Manager/Team Parent

To help ease the burden of Force Coaches, the following responsibilities are recommend to be delegated a Team Manager or Team Parent. This allows the coach to COACH! It is best if a parent is found that is organized, computer literate and has the time needed to get this done correctly. This should also be a person who can communicate well and quickly and have a good working relationship with the coach.

The choice between a "Team Manager" and or the "Team Parent" is left up to the coach. A team manager can actually be a carded member of the team (you are only allowed three carded adults per team) and is allowed to be on the sidelines during a game. A Team Parent is not. If a coach feels they need three coaches and none want the responsibilities outlined here, they need a "Team Parent" to handle the responsibilities of communication and paperwork.

Important Internet addresses to know...

[www.forcesoccer.com](http://www.forcesoccer.com) - Force Soccer Club

[www.msysta.net](http://www.msysta.net) - Michigan State Youth Soccer Association

[www.mysoccer.com](http://www.mysoccer.com) - West MI Youth Soccer Assoc. (*Schedules, Standings, Results & Maps*)

[www.wmsra.com](http://www.wmsra.com) - West Michigan Soccer Referee Association (*Refereeing assignments*)

## TEAM MANAGER/TEAM PARENT RESPONSIBILITIES

### 1. Prior to Team Meeting

- Complete the **Team Roster** ([www.WMYSA.com](http://www.WMYSA.com)) to the best of your ability (additional information can be gathered at the team meeting (see below).

### 2. Initial Team Meeting/Team Night

- Once team has been selected, a team meeting should take place ASAP. This meeting can be held in conjunction with Force "Team Night". Team Night is held after players have been selected for the upcoming fall/spring season. This evening is set aside to order uniforms, pay fall registration fees and gather information on the upcoming season. Players/parents must complete the following forms and return them to you.

A) **Permission to Travel**

B) **Medical Release** (THESE WILL NEED TO BE NOTARIZED!)

C) **Waiver** (optional)

( All forms found on [www.MSYSA.net](http://www.MSYSA.net) )

- Other responsibilities for you during the team meeting are:
  - Review all player registrations for correct information, 1"x1" picture stapled to form, birth certificate (first time players only), signature of both player and parent with date.
  - Review coaches registrations for correct information, 1"x1" picture stapled to form, copy coaching license, signature of coach with date and risk management number.
  - Collect all forms listed above. Make sure Medical Releases get notarized prior to collecting them. It's helpful if you can find a notary (possibility someone on your team?) to be in attendance at the meeting.
  - Gather uniform orders, as outlined by FSC Uniform Coordinator.
  - Collect all monies from each player/family. This includes registration and uniforms fees. Please note:
    - It is best to collect one check (to Force Soccer Club) from each player for both registration and uniforms. Try to avoid cash...checks will provide receipt of payment.
    - Keep track of payments (some sort of spreadsheet is recommended).
    - Turn all orders & payments into FSC Treasurer or their representative at Team Night.
  - Have parent of player double check team roster information and enter any missing information.
  - Have any adult that will be near the players during practices i.e.: coaches, team manager even team parent fill out a **Risk Management Application & Disclosure Form**, If they do not already have a current risk management card. ([www.msysta.net](http://www.msysta.net)).
  - You may choose to collect a small team fee to help with costs (postage, paper, ink cartridges, etc.). A refund would be issued if not used up. This is entirely up to you, but it should not be expected that the coach or manager spend money on such things. A spreadsheet for this would also be a good idea.
  - Finally, hand out any Coach, Team or Parent Expectations, Rules, Discipline or any other information the coach may like the team to have.

### 3. After Team Meeting

- Copy Team Roster & give original to the WMYSA Community Rep (Kim Morrell for the 2005-06 season.) This will be sent to WMYSA and returned as the "Certified Team Roster" for the season. (Required at tournaments, etc.)

#### 4. Helpful Hint

- It's helpful to get a binder or folder, etc. to help you stay organized. Top-loading sheet protectors are also nice.
- Write players name at top corner on everything you hand out to keep track of players who did not receive them. If you have a divorce situation, make sure you make two copies (one for each parent).

#### 5. Prior to Season Starting

- Pass out uniforms when they come in. Double check for correct size & numbers. Placing each order in a plastic shopping bag with players name on it helps keep it sorted out. If a team desire to have names on the back of jerseys, that is up to them and is handled by the team itself.
- Communicate team schedules to players as soon as you receive them - Posted on the WMYSA website toward the end of August for fall season and toward the end of March for spring season.
- Communicate websites from the previous page so team knows where to find maps, schedules, etc.
- Have coaches & players sign player cards in ink. We suggest you laminate and then punch a hole in the corner of the cards so they can be put on a key ring (include coach Risk Management Cards.)
- Set up snack schedule. Check with coach to see what is preferred. Most teams only have end-of-game snacks.
- Younger age groups will need families assigned for being a lines person.
- A very reliable parent or possibly group of parents (2-3) need to be in charge of lining the fields – or at least making sure they are lined correctly before each home game.

#### 6. Game Responsibilities

- Prior to each game, call the other team coach and confirm the game time and location.
- If it is a home game the head referee must be called to confirm the correct time and location. information is obtained from <http://www.wmsra.com>
- Make sure you have money to pay the refs. The Club provides these fees. The Treasurer will send a check to the coach to be cashed and used to pay the refs.
- Make sure you have a WMYSA Team Lineup & Official Referee Report form filled out completely and any player not playing put a line through their name. Prior to the season, it helps if you write neatly on one form all the information that does not change and make 8 copies of that – one for each game.
- You will also need a stamped envelope addressed to Mike Mierau – usually supplied to you by WMYSA. You should get this from your WMYSA Community Rep. Give WMYSA Team Lineup & Official Referee Report form, envelope and ref money to head ref.
- It also helps if you fill out a coaches referee evaluation form for each game. Usually the only time these get filled out is when coaches are not happy, but is very beneficial to the head referee coordinator to get them for every game so he knows how his refs are doing!

##### After Each Game

- Have coach check scores on WMYSA Team Lineup & Official Referee Report form, sign form & collect player cards.
- Make sure nets are taken down and stored correctly (“Lining” crews job) – Home games only.
- Go to [www.mysoccer.com](http://www.mysoccer.com) and send them your scores.

#### 7. In Event of a Game Being Reschedule

- If a game needs to be rescheduled follow the Game Reschedule Procedure from WMYSA and fill out all the information on the WMYSA Game Reschedule Report form. If you are the one rescheduling the game you need to do all the work. If the other team is the one requesting a reschedule they should do all the work!

#### 8. Indoor Soccer

- This is not mandatory but most players love it! This decision is up to each team.

**The Club realizes this is a lot of information to consume. If you ever have questions or need assistance with forms, procedures, etc., please don't hesitate to contact the Team Manager Rep. or a member of the Board. We are here to assist you & your team. Thanks for your cooperation and willingness to be apart of the Force Soccer Club.**