

PRINCE GEORGE YOUTH SOCCER ASSOCIATION
SELECT PROGRAM TEAM MANAGER



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A Team Manager is a vital role in any team and is essential for the organization of all soccer events as well as the communication link between the Head Coach and the Parents / Players.

TEAM BUDGET

- Create the Budget for the season based on the number of tournaments including: team accommodations, food, & Coach accommodations
- Divide the total costs by the number of Players for each tournament
 - EX: \$5400 ÷ 18 Players = \$300 per player / per tournament
- Record all financial matters and have the information available to all players & parents

FUNDRAISING

- Determine how much money is required to fundraise for the team's expenses
- Determine what type of Fundraising activities the team will participate in
- Submit a Fundraising application to the PGYSA office for approval
- Round-up a Parent Volunteer to lead the fundraising

TOURNAMENTS

- Gather a PLAYER INFORMATION FORM – For Travel from each Player & submit them to the PGYSA office prior to the first tournament
- Ensure all players that are not traveling with their parents have arranged a Chaperone and have filled out a PLAYER TRAVEL PERMISSION FORM
- Fill-out and submit a TEAM ROSTER – For Travel to the PGYSA office prior to every tournament
- Book Hotel rooms for out of town tournaments
- Plan the Team snacks and meals & purchase the groceries and incidentals for the weekend
- Round-up Parent Volunteers to help where needed

COMMUNICATION

- Be the link between the Head Coach & the Parents / Players
 - The Head Coach will make team decisions and the Manager will communicate the information to the Parents / Players
- Enforce the Parent 24 Hour Rule
- Ensure all Code of Conduct forms are filled out submitted to the PGYSA office
- The PGYSA Office Staff is a direct support to the Team Manager and the Team Manager may ask for assistance and/or guidance with anything they may require

UNIFORMS & TRAINING GEAR

- Wear the Manager's attire at all times when with the team & ensure the players are wearing their required gear
- Assist with the distribution of the team gear and /or sizing when required

GAME DAYS & PRACTICES

- If the Head Coach is of the opposite gender of the players, you must be present or arrange for an alternate to take your place in your absence at all practices and games
- During games you are required to be in the bench area at all times