

IMPACT SC | TEAM MANAGER

Vision:

Create open communication within our program by being a point of contact for our families and deliver clear and concise information from the Club.

This is a very important role on the team and helps the team function. Each team needs a manager to allow the coaches the time to focus on coaching the kids, developing the team on the field, and handling the paper work needed. The responsibilities of the manager are simple and just require some simple organizational skills. Impact Soccer Club has Directors and staff to help managers along the way.

TEAM MANAGER | JOB DESCRIPTION

Core Objectives:

1. Support coaches, directors and administrative staff with portraying club communication effectively and efficiently.
2. Cooperate with these standards before, during, and after each game or practice to make Impact Soccer Club more enjoyable for everyone.
3. Assist success of the team in any way.

Specific responsibilities include but are not limited to:

- Act as the team contact in Impact SC and IYSA.
- Communicate any practice, game, or tournament changes to the team.
- Communicate with coach on who is responsible for the Team Binder.
- Report Home Game scores to IYSA.
- Maintain communication with the coach, club directors, and admin staff.
- Oversee reschedules for the team in conjunction with the Coach, administrative staff using Sports Engine.
- Remind parents and players to update their attendance in Sports Engine.
- Take ownership of any other items that can distract the coach from his or her job.
- Work in conjunction with the team as the Impact SC positive culture keeper to assist in developing a cohesive team culture.

TEAM MANAGER | JOB TASKS

Create a team binder and place the following items in it for each player.

- Copy of Birth Certificates
- Medical Release Forms
- Player Cards (These will be provided by Impact Soccer Club DOCs)

Game Day Responsibilities

- Print game card from Gotsoccer team account.
- Pay referees prior to game and submit player cards to them.
Referee money is mailed to the manager before the season by Impact Soccer Club. The manager will pay half the referee salary for each game (home & away). This amount will be provided at the scheduling meeting.
- Report score after game. (Steps for this are listed on the game card)

Tournament Information

- The manager will get parent signatures on the tournament waiver for the tournament(s) the team attends. These waivers will be available on the tournament website once registered.
- The manager will use the team binder they create to check in at tournaments for the team. Typically tournaments ask the manager to check in one hour before the first game. The manager will also turn in the tournament waiver at check-in unless
- stated otherwise by the tournament.
- Out of state tournaments must be approved by Indiana Soccer. Apply for permission to travel through a support ticket in your GotSoccer account.
- The manager does NOT have to register the team for the tournaments or collect
- money from the team. The club will do that for the team.

Communication/Scheduling

- The manager will be in communication with the head coach to help him/her communicate updated information to the team.
- The manager is to tell parents to download Sports Engine App and favorite their team.
- The manager will have access to the Sports Engine Team Calendar to edit team practices, games, and events. The manager will notify the team of updates as needed.
- The manager will communicate with the travel director and/or director of coaching which tournaments the team decides to participate. Look for SBD Tournaments first.
- There will be a IYSA scheduling meeting that either the manager or coach will need to attend prior to the season to set the game schedule with opponents. Be sure to remember conflicting dates such as tournaments and school breaks.