

# Great River SC

## Team Manager Duties

### Two Websites for use

#### US Soccer Connect/MN Youth Soccer (MYSA)

- Team rosters/information and game schedules.
- You will use this site for all things game related. (game schedule, player passing, & game rescheduling)

#### Sports Engine

- GRSC Club website
- *Calendar* for practice, games, & tournaments
- Used to send player bills from the club
- The App has a chat feature for quick, efficient team communications (all families should have the app)

### Online tasks to complete – links on GRSC manager tab (Complete by the end of December)

(MYSA Player Safety Link)

- Background check
- CDC Concussion Training
- SafeSport Training

### Communication

- Communicate/Distribute Club information to team/parents
- Communicate with club on requested items
- Communicate parent/team concerns with club/board

### Team Tasks

- Competitive director will forward the roster and contact information
- Send email to team for proper verification confirmation (**COMMUNICATION IS KEY** for a fun and successful season)
- Encourage parents to participate in team decisions (in-person or via email)
- Communicate with parents for all necessary documentation.
  1. Each year: medical release (link of GRSC website) and insurance card (**This documentation must be at every game/tournament.**)
  2. if needed: birth certificates & upload authorization
- Request days unavailable for each player between April and July (to assist with game and tournament scheduling – listed later)
- Tournament(s)
  1. Work with coach and parents on tournament participation
    - a. U11+ - GRSC will pick 4 tournament options and each team will be allowed to pick 2 paid for by the Club.
    - b. U9/10 - GRSC will be 2 tournament options and each team will be allowed to pick 1 paid for by the Club.
  2. Number of tournaments in which to participate
  3. Cost, date, and location of tournament(s)
  4. Complete necessary registration.
  5. Provide tournament schedule, directions, etc. to parents (refer to Sports Engine above)
  6. Tournament check-in – follow tournament directions

- Determine team participation in district/state tournaments - late July (participation is highly recommended for teams).
  1. **Must be completed by deadline given by MYSA in the spring (TBD).**
  2. Register team for district tournament (if applicable).
  3. Coordinate state tournament registration activities (if applicable).

### **Team practice and games**

1. Work with field director/coordinator to schedule outdoor practices and game **reschedules**.
2. Game rescheduling (US Sports Connect/MYSA website)
  1. A limited window of time to reschedule games (IMPORTANT to get team schedules – listed above)
  2. Work with opposing team to reschedule during rescheduling window
  3. Work with ref coordinator and field coordinator for rescheduling home games
  4. Once window is closed, games are only cancelled due to weather or field conditions (ONLY REFS and/or FIELD COORDINATOR can cancel games due to weather)
  5. Forfeited games – minimum \$200 fee – **PAID BY TEAM/PARENTS**
3. Add practices, games & tournaments on Sports Engine (using online or app)
4. Weather & games
  1. Watch game day weather
  2. Watch for field condition emails & communicate with opposing team IMMEDIATELY
  3. Watch for communication for away games (Remember – we do not make the calls due to weather. If we do not show up, there is a minimum \$200 fee – PAID BY PARENTS of our team)
  4. If game called for weather – work with opposing team coach/manager to reschedule; if a home game, also need to coordinate with ref and field coordinator
2. Verify that scores are recorded by ref in US Soccer Connect/MYSA. If not entered within 24 hours, you can enter. Contact MYSA with issues. You can also enter in Sports Engine app/online.

### **Prepare and maintain player/coach passes and game info**

- Verify all player info is complete in US Sports Connect/MYSA system.
  1. Head shots
  2. Record jersey numbers\*\*\* this is an easily missed task. Please don't forget this.
- MYSA games use digital player passes
  1. Print and bring a match roster to every game as backup (in case ref unable to digitally check in team). Roster located on US Soccer Connect under your team info.
  2. Physical player passes are needed for some tournaments.

### **Coordinate team finances**

- Based on age group – registration fees paid used toward coaching, tournaments, training, equipment, etc. (soccer related items)
- A team fundraiser is allowed to raise additional funds
- If additional funds above and beyond registration and fundraisers are necessary to cover team expenses, parents are responsible & it will be split evenly over the team (or participants in a specific tournament)
- Work with the club treasurer for
  1. Tournament registration and payment (**End of February**)
  2. Additional costs above registration/raised funds – split between all families on team (including additional indoor field time AND if additional tournament fees)