**Team Managers’ Responsibilities**

1. Create and Use a TeamSnap account
2. Communicate information from Magic Soccer FC to the team
3. Act as liaison between the parents and coaches, communicate any concerns or comments from the parents to Ricardo and coaches as needed.
4. Collect and maintain medical release forms for Magic Soccer FC and USClub Soccer, and Birth Certificates and photos for each member of the team
5. Communicate with parents to determine availability for tournaments, add events and track availability in TeamSnap
6. Collect payments from parents for tournaments, open gyms, etc.
7. Maintain a team binder for the team, update the documents for each tournament and keep it organized for tournament check in.
8. Assure all documents are ready and organized for team check in. This requires checking the tournament regulations to determine what is needed for the tournament
9. Check in the team at tournaments, assure check in is completed before the tournament deadline
10. Throughout tournaments have documents available for review if tournament officials request them
11. Try to coordinate someone to take pictures at tournaments and send to Ricardo or Carrie
12. Have a blood jersey available at tournaments
13. A background check will be needed to obtain access to KYCK
14. Use KYCK to create team rosters for tournaments
15. Use KYCK to request and print player cards, this includes uploading documents as needed, laminate and hole punch player cards and coaches cards
16. Communicate tournament information to the team, including playing field locations, links to schedules, any tournament requirements, updates to schedules during the tournament, etc.
17. It is optional to create rooming blocks for tournaments
18. Communication and organization will make the task of being a Team Manager successful
19. Team Managers represent Magic Soccer FC and should do so in a positive and professional manner

**Parents’ Responsibilities**

1. Turn in forms when asked
2. Turn in copies Birth Certificates when asked
3. Send pictures for player cards when asked
4. Mark availability for tournaments in a timely manner in TeamSnap
5. Make payments for tournaments by the deadline given by the Team Manager, or communicate with Team Manager when the payment will be made
6. Communicate with the Team Manager as needed
7. Help your player get to practices and games on time and ready to play
8. Read and follow the Magic Soccer FC Code of Conduct
9. Represent Magic Soccer FC in a positive and professional manner