



Team Manager RESPONSIBILITIES

The SVU Academy

Academy Team Managers are the foundation of any soccer team. It is a vital job which allows the Academy coaches to serve their primary role of training children how to play soccer. You will have the benefit of working in a team with the other Academy managers to support one another and share the responsibilities.

Being a manager does not require any experience in or knowledge of soccer. We will teach you all you need to know and provide you with the materials you need, except for enthusiasm which you will bring yourself! If you can be a parent, you have already exceeded the organizational skills to be a manager.

Our Club Registrar, Director of Coaching and Administrator will hold a brief training at the beginning of each season to teach managers what they need to know and will continue to be available for questions along the way.

Academy Team Manager Responsibilities Include:

- Devising and maintaining team communications (web pages, emails, phone trees, etc.).
- Creating the official team roster through US Club Soccer.
- Completing Player Passes through US Club Soccer.
- Collecting Club dues, uniform fees, tournament fees and other fees as applicable.
- Maintaining the team schedule of games, trainings, tournaments, etc.
- Confirming game dates and times with opposing team managers for all scrimmages.
- Communicating any changes in schedules or locations as they occur.
- Maintaining team statistics.
- Completing paperwork for any Academy fundraising projects.
- Hosting home festivals.
- Completing applications for tournament entry.
- Registering on-site at tournaments.
- Serving as on-site contact for team.
- Organizing hotel accommodations for tournaments.
- Obtaining patches for exchange in tournaments.
- Acting as an example of good sportsmanship during all games and tournaments.
- Supporting your coach.
- Serving as team representative to the club.
- Obtaining signatures on the Parent Code of Conduct forms.
- Reporting any misconduct to the Director of Coaching.

This is an important position and we appreciate the responsibility you have accepted.