

## Team Manager Guidelines

In general, a team manager coordinates the flow of communication between parents, players, and coaching staff of a team; and communicates with the Gate City Youth Soccer League (any Board member, GCYSL office manager, or representative from GCYSL) in order to enable the success of that team on the field. That team manager monitors the paperwork associated with a team, and helps the coach and assistant coach focus on the skills of the players by being the organizer of that paperwork. The team manager does not replace the coach or assistant coach, and should be a willing partner in the team's development; the team manager should enlist the aid (and comfort) of the parents of the players of that team, and work collaboratively with the parents, players, coaches, and GCYSL representatives in order to have an environment conducive to player development and success. The team manager ought to be a good citizen of soccer conduct on the field and off the field.

Rarely do recreational teams have team managers or need them, but under some circumstances, they can be useful for tournament play, so the following guidelines include recreational team managers when appropriate. Most of the guidelines below apply to competitive team managers.

GCYSL reserves the right to evaluate the team manager as necessary under the policies of the Idaho Youth Soccer Association, a parent organization based in Boise, Idaho.

A. The team manager of a competitive team should be selected by the parents of players by a paper ballot vote, and the paper ballots must be submitted to the Gate City office. The Gate City office manager will then work with the Board to count the ballots. The team manager of a recreational team may be selected by the coach, if there is any need for a team manager at the U-10 or above level --until that team is formed as a competitive team--in order to help coordinate contact with parents or with the Gate City Youth Soccer League representatives [sometimes recreational teams participate in tournaments where a team manager might be helpful]. Particularly for competitive teams, the team manager needs to be someone that all of the parents find reliable, trustworthy, and competent.

B. The team manager of a competitive team is responsible for collecting and maintaining (that is, keeping documentation in some kind of folder format, usually a three-ring binder) the following forms in alphabetical order:

- 1) Registrations for individual players from Gate City Youth Soccer League (indicating full payment of fees, thus covering the cost of liability insurance); this is usually the yellow copy of the GCYSL registration form if filed in person, or a copy of the online registration
- 2) Medical release forms [anything that shows that parents are responsible for health insurance for their players]; the GCYSL office has copies that parents can sign
- 3) A signed code of conduct form signed by the player and the parents
- 4) A state-generated roster from the Idaho Youth Soccer Association, distributed by the GCYSL office

C. The team manager of a competitive team is responsible for any additional forms that may be necessary for games or for tournaments. For tournaments, this requires that a team manager keep in the three-ring binder a travel authorization form signed by the State Registrar from IYSA and from the GCYSL Registrar.

D. The team manager of a competitive team is responsible for collecting player cards from the GCYSL office and for attaching player photos to each player card [small, passport size, about 1.5 inches on each side]; these player cards are then kept in the documentation folder or the three-ring binder described above and distributed as needed for games

E. If necessary [in case the Gate City Youth Soccer League office manager has not verified the date of birth], the team manager of a competitive or recreational team is responsible for supplying a copy of player birth certificates (particularly those players who are new players not currently in the database of GCYSL). Usually these copies are shown to the GCYSL office manager in order to verify ages, and then returned to parents. The GCYSL office will not maintain any files with birth certificates or copies of birth certificates.

F. The team manager should attend a few practices in order to become acquainted with players, particularly with a competitive team. This also allows parents of players to visit with the team manager if need be.

G. The team manager must establish ways to communicate with parents and players, by whatever way works best for that team (usually email addresses work well, though some phone systems that use group texting also works well). This allows fast communication in case of bad weather or in case of changes to game schedules.

H. The team manager of a competitive or recreational team should work with parents and coaches on financial issues. The choice of tournaments for competitive teams must be a decision reached by parents, coaches and players meeting face to face. The team manager of a competitive team can collect money from parents in order to pay for tournament fees, but the parents must first agree on a team rate to be collected from each parent. [A competitive player is expected to participate in every game and in every tournament; however, if extenuating circumstances seem reasonable, parents of a player who is not participating for a tournament may be excused from paying this team rate. This is only acceptable if the other parents agree to this.] This team rate will not, under any circumstances, exceed, once collected from all parents, the tournament fee. If a team manager of a recreational team, that team manager should consult with the GCYSL office manager on any financial issue (and usually with the parents of that recreational team).

I. The team manager of a competitive team will not collect additional money for any purpose unless all parents agree. Under no circumstances will the coach or assistant coach or the team manager receive any money from the parents for personal gain (that is, for lodging, for food, for transportation, or for profit). GCYSL pays competitive coaches a stipend.

J. The team manager of either a competitive or recreational team will not receive additional money from the parents of that team that could be construed as benefitting the team manager.

K. The team manager may, if the parents agree, help to arrange reservations for lodging or for food, particularly for away games. It is understood that parents and players, primarily parents, are responsible for transportation, for lodging, and for food of players; the team manager is not responsible for conveying players to games, for housing them, or for feeding players.

L. The team manager should help to make sure that only registered players are on the field, in order to be covered by Idaho Youth Soccer Association liability insurance.

M. The team manager of a competitive team must submit a volunteer clearance form to the GCYSL office manager, which allows IYSA to do a background check on the team manager. This assures player safety.

N. The team manager of a recreational or competitive team must have contact information provided to the GCYSL office manager and to the GCYSL Registrar; usually this consists of email addresses. GCYSL is required to maintain communication links with all players, parents, and coaches, but the team manager is usually the point person for essential messages.

O. Under the rare circumstance that a coach or assistant coach is not available for a game, particularly for a tournament play, the team manager must take the field as a temporary coach for that game. This should be cleared with a GCYSL official (the President, Vice President, Registrar, Treasurer, or the GCYSL Board), though under real time constraints, the GCYSL office manager ought to be notified. If not possible, the tournament organizers should be contacted in order to play.

P. The team manager of a competitive team is responsible for bringing the three-ring binder to all tournaments, and for checking the team in at the tournament or for delegating a qualified individual to check in the team (someone familiar with the check in process). The coach or assistant coach depends on an efficient check-in process, so the team manager may consult with the Registrar of GCYSL or with the GCYSL office manager on what materials need to be conveyed to a tournament; the coach or assistant coach may also check the team in if the team manager is unable to do so. [It is not recommended that a parent of a player for that team attempt to check the team in at a tournament; there's enough to do for parents of players at tournaments.]

Q. Occasionally a team finds it necessary to purchase equipment for a team; the team manager may ask parents for a team rate from each player's parents that will equitably cover the cost of that equipment. Often, Gate City does have some equipment available, so the team manager ought to check first with Gate City on the availability of any equipment. That equipment must remain with that team for the duration of the playing season or seasons. If the coaching staff changes, or if the team substantially changes (more than six players leaving) that equipment should be given to Gate City so that other teams may benefit. Whatever the circumstances are for the purchase of this equipment, Gate City must be notified about the details of the equipment—were the parents in agreement about the purchase of the equipment? What kind of equipment? What was the cost? Where is the equipment stored?—and any other questions that may be pertinent. Under no circumstances should equipment, purchased under a shared agreement by parents, be given away to a departing coach, a departing team manager, or to a departing parent.