

Team Manager Duties & Responsibilities

Team Managers are parent volunteers who have been asked to manage the administrative and communication needs of the team. This includes collecting and maintaining paperwork required for each player, uniform ordering coordination, tournament registration & travel requirements, and team finances.

Team Administration & Communication

1. Player Documentation

Team Managers will be asked to upload the following documents into the GA Soccer Team website once these are obtained from each family. Club Registrar (Ruth Lancaster) will provide each TM with their Login information to GA Soccer ADG site. The ADG site saves players headshots and birth certificates in each player's profile. Medical Releases will need to be updated each soccer year (Fall/Spring). Team Managers will be able to see who is missing any required documentation once they log into the ADG site.

- Birth certificate
- Medical Release form (must be notarized)
- Player headshot picture for Player Card.

Player Cards

- Each player will have a Georgia Youth Soccer player pass. These will be provided by our Club's Registrar (Ruth Lancaster) to the Team Managers prior to the start of the season in August. Updates or changes may also occur at the beginning of the spring season (February) if applicable.
- Player Cards must be laminated.
- Player Cards must be brought to every game for the team's check-in procedures.

2. Uniforms

- Uniforms are arranged for purchase through Soccer.com on an individual basis.
- Orders for uniforms need to be completed soon after teams are formed (after tryouts) to ensure timely delivery.
- Team Managers will oversee players jersey # assignments.
- Uniform numbering should be done to avoid duplicated numbers in an age group.
- Each player should be allowed to pick his/her 3 favorite jersey numbers on a priority order, to avoid duplication.
- Each family will place their own uniform order with soccer.com once a jersey # has been assigned by the TM to their player/s.

3. Team Books/Binders

- Team Managers are asked to assemble a "Team Book" in a ringed binder. This information will contain copies of the team's official roster (provided by Ruth) and each player's forms, player cards and weekly game cards. Assembly and organization are an individual choice, but it is recommended to keep copies of all paperwork organized by player in sheet protectors for safe keeping.

- Team books must be available at games and tournaments. Player cards will be reviewed by Referees/Officials for all games, both league and tournaments. Managers are responsible for ensuring player passes are returned to them at the end of all games.

4. Georgia Soccer site administration (Select Only)

- ADG (Affinity Development Group) is the database management system used by Georgia Soccer. This site manages the regularly scheduled league games and player database.
- Team Managers will access the ADG database for pre-game and post-game requirements. This includes the game day rosters / line up sheet and reporting of the scores after the completion of the game.
- Team Managers are responsible for updating the ADG site when a player is needed to play for another team. This is referred as Club Pass. Coaches should provide adequate time to make arrangements.
- Team Managers are responsible for rescheduling games that conflict with players/coach schedule with the opposition's Team Manager. Once both Team Managers have agreed on a new date/time,
 - the AGC (Age Group Coordinator) must be informed of the changed so he/she can update ADG – Game number must be included
 - If this is a home game, DOC (Adrian Juarez) must be made aware right away that the game is being reschedule in order to inform the referee organization
- User / Login information for the Georgia ADG site should be obtained from MSC's Registrar.

5. Communication

- An email should be sent to the families on your team shortly after tryouts and team selection. Coordinate the email with your coach. An email distribution list is suggested.
- Setting up a GroupMe/TeamSnap contact group for last minute information is strongly suggested as well.
- Create a contact & information listing for the coach(s), players, and families.
- Communication will vary from team to team depending upon the coach and requirements for each team. Please speak with the coach about any additional needs.
- Directions to away games and tournaments should be emailed to your team as soon as possible prior to the weekly games. Please provide the physical street address for map search and GPS users.
- An email should be sent to the "Away" Team Manager at least two days prior to all league scheduled games. Information regarding date, game time, field and uniform colors should be confirmed. Team contact information is located on the Georgia Soccer site for U13 and up. **(Select Only)**
- The Academy Director confirms all game information for the U9 thru U12 age groups.
- **Academy** Team Manager is responsible for communicating any parents/coaches game issues with the Academy Director.
- **Academy** Team Manager is responsible for communicating game scores with the Academy Director for future game scheduling reasons.
- Macon Soccer Club appreciates our Team Managers providing the necessary communication and administration for our teams. At times, team parents may misunderstand the role and responsibilities of Team managers. The club does not expect our volunteer Team Managers to settle individual player issues such as playing time, coaching style, club financial responsibilities etc. Sensitive subjects and individual player issues should be referred to the Coach or Program Director.

TOURNAMENTS & TRAVEL

1. Tournament Registration

- Team Managers are responsible for registering for tournaments. Communicate with your coach soon after tryouts regarding the exact events your team is expected to attend.
- Work with the coach to understand the registration details of each tournament such as level of play and other team specific information. If clarification is needed, please contact the club's DOC.
- Ask in advance for player commitment to ensure enough players will be in attendance. If there aren't enough players interested, the team coach will need to decide if the team will not attend a tournament or work on obtaining guest players (most tournaments allow up to 3 guest players per team)

2. Tournament Fees & Payments

- A draft of the tournament registration costs (including Online Check-In charges) and team's Coach travel stipend should be estimated and divided equally among all participants. Please communicate this information to your team parents for planning purposes.
- Create a method to track payments from each player.
- Collect payments from each family to cover tournament cost.

2a. Coaches Tournament and National League Per Diem

- Hotel accommodations with the team (regardless of if the coach chooses to stay at that hotel or not). If the coach has more than one team attending the same event, this cost is shared by all teams.
- \$.50 per mile from Macon to hotel and fields. If the coach has more than one team attending the same event, this cost is shared by all teams.
- \$75 Stipend for each game day. This cost is per team, not shared.
- \$50 for Meals & Incidental Expenses. This cost is per team, not shared.

3. Tournament Forms and Check-In Procedure

- Team Managers are required to collect the necessary forms for each tournament. Requirements and tournament specific forms will be located on the tournament websites. Please check with MSC club administration for help or direction.
- Managers (or designated parent volunteer) are required to perform the tournament check-in process. Please verify the requirements on the tournament website. The documents required and process are specific to each tournament.

4. Team Travel

- Out of state travel must be approved thru Georgia Soccer. The required Notification of Travel form is submitted thru the ADG site. Instructions are attached and are also located on the Georgia Soccer site in the document section.
- Team Managers are responsible for making hotel arrangements (room block) for the team and coach. Please verify with your coach how their individual reservation should occur. This will vary by team. Additionally, some tournaments have specific hotel requirements for the teams attending. Refer to the tournament site for each event.