



ROLE OF THE MANAGER

The role of the team manager is to organize your games and practices, coordinate with your coach and opponent manager, and communicate with your team parents. Managers are not coaches and should not be spending any time at practices or during games instructing players. Here are some responsibility specifics:

1. **PASSES & ROSTERS.** You are responsible for the player passes and roster. Get official player and coach passes and certified roster from Club Registrar and bring passes and a copy of the roster to every game. You will present the passes and roster to the referee at each game. Make sure you get the passes back at the end of the game. The referee keeps the copy of the roster.
2. **SECURE PRACTICE FIELDS.** Request practice days/times from field coordinator. (Make sure your request works with your coach before requesting.) Also consider the time that players get out of school, since this can vary for the different towns. Most teams U11 and above will request one practice in Easton and one in Redding. You can find the Field Coordinators on the website under Contacts.
3. **COORDINATE HOME GAMES.** You will be contacted by the league director for your age group and provided a password to the district website (www.swdcjsa.org) for access to your game schedule. This schedule will automatically propagate the ERU website schedule. Request fields and referees for all home game assignments from Field/Referee Coordinator. You will update the District website with your home game information. Provide your opponent manager with times and field assignments.
4. **COORDINATE GAME TIMES AND LOCATIONS WITH OPPONENTS.** You will receive your away game locations and times from your opponent managers. Make sure these work with your coach and either confirm or request a change.
5. **COMMUNICATE ANY GAME DAY CHANGES.** Notify your coach, team families, referee coordinator, and opponent manager if there are any field closures or game day changes. Sometimes email will not reach your coach if he/she is coaching prior to your game. Make sure you have cell phone communication, too.
6. **ASSIST IN FIELD PREPARATION.** The referees are responsible for the safety on the field, but you should also help secure goals, nets and corner flags at all home games. You are responsible for bringing the set of flags for home games in Redding. Easton fields have flags on the fields already. All goals should have weight bags securing them.
7. **GAME DAY REQUIREMENTS:**

- All Players, managers, and coaches must have current, laminated passes with District approval printed on pass.
 - All teams must have current rosters with District approval printed listing all players, coaches, and managers.
 - Both of the above must be presented to the referee prior to kick-off; referee will keep rosters (make many copies). If passes or rosters are lost or missing, the team and coaches may sign-in (see district sign-in policy).
 - A referee with current year USSF certification must officiate throughout the match.
 - Only persons whose names appear on rosters are permitted on the players' side of the field; all others are considered spectators and are restricted to the opposite sideline. No one is allowed behind the goal lines.
8. **PAY THE REFEREE PRIOR TO THE MATCH.** You are responsible for paying all three referees prior to all home games. You can request the money for your home games from the Club Treasurer prior to the season. Referees must be paid cash. (Recommendation: create envelopes labeled with Center and Assistant Referee with the exact payments in them ahead of time.) The current payment schedule is on the ERU website under Referee, and the reimbursement form is under documents.
 9. **ASSIST IN CONTROL OF SPECTATORS.** When in the opinion of the referee spectators become disruptive, the referee may suspend the match and request that the coach or coaches restrain their respective fans/spectators. Coaches are duty-bound to assist in this process. If the referee is unsatisfied that calm is restored or believes that fair play is unlikely to resume, he/she may abandon the match and must file a report with the District. An investigation will follow and appropriate action will be taken. The manager should help prevent this from happening, if possible, by speaking to any disruptive parent and asking them to be calm, especially if the referees are not adults.
 10. **REPORT SCORES.** You are responsible for entering the score of all home games on the District website.
 11. **CONFLICTS.** Protests about referee qualifications, field conditions and rosters must be made prior to the start of the match. Parents and coaches cannot dispute referee judgment, only misapplication of the rules. All referee complaints need to be made in writing after the game. If the safety of players is jeopardized, withdraw from the field. If a coach withdraws the team from the field of play for safety reasons, the referee must file a report with the District and an investigation will follow.
 12. **COMMUNICATE WITH YOUR TEAM.** You will receive a manager's password for the ERU website, which will allow you to add practices and any other events, such as tournament games, friendlies, or parties to your schedule. Use the "Recurring Game" function to add your practices. In addition, your password will allow you to email your team. You can email from the roster page (click on the mail icon) or post and send a Bulletin. Even though everything is on the

website for parents to check themselves, a weekly email reminder about the weekend schedule is a good rule of thumb. You should also help maintain good communication between the coach and team parents, including helping to reschedule any missed practices due to weather, etc.

13. MED FORMS. You should collect a med form for each player. The form can be found on the website in the Documents section. These forms will be needed for any tournament that you attend, and see below – they should be kept with the med kit and on-hand in case of an emergency as reference for any allergies, etc.
14. BRING TO GAMES. Every team will be given a med kit, set of corner flags, and a game ball. (If you only play home games in Easton, you do not need flags.) If you already have a med kit from last year make sure you restock it when attending the Manager’s Meeting. The med kit should contain the player med forms and should be present at all practices and games.
15. CT CUP. The Connecticut Cup is a single elimination, state-wide tournament for U11 and older teams. The Club recommends that teams play and it covers the cost of the coaching and entry fee. While the CT Cup may require that a team travel to the other side of the state for a game, it will also potentially provide your players with experience with competition from other parts of the state, too. CT Cup games typically begin a couple of weeks after the start of the league, and games will be played on Saturdays.
16. UNIFORMS. If you are a manager of a U9 team, you will need to send a note to your team as soon as possible to remind them to order their uniforms. Managers of U10 and older should check to see if you have new players who also need new uniforms. We get our uniforms from:
Soccer & Rugby Imports
15 Ethan Allen Hwy
Ridgefield, CT 06877
203-544-9777
 - U9 Teams. You should tell your team to go to the store (or call), get sized, and place their order by August 1st if possible. The kit is around \$60. The Easton teams will be assigned odd jersey numbers and the Redding teams will be assigned even jersey numbers. (This is so we can more easily combine our groups in a couple of years.) You should create and maintain a list of numbers so you do not get any duplicates.
 - U10 Teams and older. Take an inventory of numbers prior to the season. Provide new players with available numbers. If you have duplicate numbers, ask the families who are affected by the duplicates if they are interested in replacing their jersey (outgrown, damaged, etc.) – if so, have them replace with an unused number. If no one needs to replace their jerseys, ask if anyone will volunteer to get their number changed by Soccer & Rugby, i.e., change a number “3” to a “13” by adding a “1” to the jersey. Soccer & Rugby charges a nominal fee for these changes. If you still end up with duplicates on the field, and the referee notices, then alter the number with some tape from the med kit on game day.
17. TOURNAMENTS. Your Club fees include the coaching fees for one tournament per season – NOT the tournament fees. These will have to be covered by the parents who choose to participate. A list of tournaments can be found on the CJSA.org website. Local ones include: Ridgefield Labor Day Tournament, Bethel Columbus Day Tournament, and Newtown Memorial Day

Tournament. Most of these tournaments suggest exchanging patches. You can get patches from the registrar prior to the tournament.