



Manager's Guide

www.cajunsoccerclub.com

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Cajun Soccer Club

Team Manager's Duties and Responsibilities

In general, the function of a Premier/Division I team manager is to relieve the Team Coach from administrative matters so that he or she can devote as much time as possible to the training of players. In addition, he or she is a liaison between the team and the Committee.

Specific duties include:

Registration:

- Obtain Registration Forms for each child
- Obtain Birth Certificate on each child
- Obtain Medical Release Forms on each child
- Obtain Player Code of Conduct, Parent Code of Conduct, Appendix A, Player Account Form on each child
- Go online and register Background Check for team manager and make sure Coach and Assistant Coach have done so
- Obtain picture from each player, coach, manager, etc.
- Collect Club and Team fees and provide to Club treasurer
- Complete processing of player passes for each player, coach, etc.
- Coordinate with Committee regarding uniform distribution to team, practice shirts to be ordered through CSC

Cajun Classic and LA Lagniappe Tournaments

- Assist with planning and execution of tournament
- Contact/telephone teams in your age group to attend tournament
- Coordinate team volunteers/parents
- Assist with tournament registration
- Assist with oversight and management of tournament as directed by Tournament Director
- All tournament info is posted on www.cajunsoccerclub.com

During Season:

- Attend CSC team manager's seminar
- Communicate with coach, team and parents regarding: Practices, General Scheduling, Tournaments, League Games, Friendly Games
- Communicate practice and training schedule via email including all changes to Director of Coaching.

- Complete player passes for team members, coach and manager.
- Prepare a binder with medical releases, birth certificates and player cards. You must bring this everywhere the team plays.
- Open checking account using LYSA non-profit tax id #. Team Manager and Treasurer need to sign a dual signature checking account
- Meet with Coach and decide on friendly and State League schedule along with Tournament schedule. Find out what he/she expects of you.
- Communicate with parents on monies needed during season to pay for tournament entrance fees, referee fees for friendly games, coaches traveling reimbursement expenses, team fund raisers, and other team specific items.
- Communicate with LYSA Office regarding changes in roster, team formation, etc.
- Prepare a budget to be reviewed by the CSC Committee. Readjust budget at Winter break.
- Complete and obtain Travel Permits from LSA for out-of-state friendly games; host applications for in-state friendly games; and travel permits for out-of-state tournaments. All travel permits will be printed online, signed by Deanna Bostick and faxed to LSA. It will then be stamped and faxed back. In order to travel out of state this process must be followed. Please allow enough time for the process, it does not happen in a day.
- Arrange for referees through the Club's referee assignor. Act early to allow maximum time to schedule. Referee assignor information is located on the CSC website.
- Communicate and schedule with Director of Coaching, Coach and other managers in your gender/age group around state and in other states regarding friendly games (both in-state and out-of-state). After teams are formed, the LSA Age Group Coordinator will generate a list of all LSA managers with phone numbers.
- Communicate and coordinate with Director of Coaching and Coach regarding tournament applications, schedules, travel permits, hotel reservations, directions, tournament check-in, security and supervision of players in hotel, etc.
- All Scrimmages must have prior approval from appropriate DOC.
- Track cautions and ejections during season; inform DOC if problems become persistent with a player/parent.
- Attend CSC Tournament Meetings or have team representative present at meetings
- When necessary, remind parents of Parents Responsibilities (i.e. proper conduct during team play and at hotels, etc) to the coach, players, other parents and CSC.
- Sit on parent side at all times unless needed by coach on player side.

League Games:

- A league play schedule will be distributed during August from the LSA Age Group Coordinator. Notify the Director of Coaching and Coach of schedule.
- **Failure to participate in league games eliminates your team from the**

State Cup Championship Tournament. The organization and coach will be fined/penalized. Therefore, scheduling of these games is important.

- Once games are scheduled through the league coordinator, make sure they do not conflict with your Tournament Schedule. If so, reschedule immediately with the conflicting team's manager. Do not wait! League Play has to be completed by a specific deadline.
- Be prepared at League Games and Friendly games to pay the referees with exact cash amounts. Fees must be split into 3 referees, so plan accordingly with proper bills.

Tournaments:

- You are responsible for doing all your own tournament paperwork i.e., tournament applications, payment of tournament fees, travel permits, scheduling. If assistance is needed contact the LYSA Office or Committee.
- Coordinate Hotel Reservations with other CSC teams. Some tournaments are very popular and hotel reservations need to be made early. We generally like to travel as an organization.
- Check in team with tournament officials. You will need to show player passes, provide them with a copy of your roster and travel permit (if out of state) and show them your Medical Release forms for each player. If necessary, the coach or another team parent could check the team in if the manager was unable to go early

During Games in General:

- Assist the coach with injured players.
- Print, read and fully understand the tournament rules and scoring system. Be prepared to consult with tournament officials, coach and parents regarding team scoring, standing and advancement in tournament.
- Have player passes available for each game.
- Pay Referees

Team Responsibility:

- Coach's hotel rooms for tournaments (try to get them free – room comp or join hotel reward program)
- Coach reimbursed for mileage at *going rate posted on CSC's Website* per mile for all competitions outside of Lafayette. Ask the Coach if willing to ride with team to reduce this cost
- Coach's meals for competition outside of Lafayette not to exceed \$30.00 per day (\$5 - breakfast, \$10 - Lunch, \$15 - Supper)

CSC Website:
www.cajunsoccerclub.com

LSA Website:
www.lsa-soccer.org

It is very important that managers get to know the LSA website.

Information available at web site:

- All Premier/Division I forms
- Pertinent information on Premier/Division I program, rules, games, etc

Other Items (VERY IMPORTANT)

Manager's Binder

Managers should carry a binder with sheet protectors containing the following items for each player/team coach/manager:

- player passes
- player registration form
- birth certificate
- medical release
- copy of insurance card.

Also, all approved travel permits, tournament information, extra copies of caution/ejection forms and any other pertinent team information should be included. Tab your binder and also include a separate section for each tournament. In it, include a copy of LSA approved travel paperwork (if applicable), the tournament application, and host club tournament approval. Additionally, include travel/hotel information passed out to parents and any other correspondence received from the host club. You should have a financial tab for items for the team receipts. Lastly, suggest a tab for fundraiser information and a spreadsheet for income/expenses. A team manager's book is a great idea because all information will be in one place.

Roster/Player Passes

Collect Registration Forms and all other forms from all players and bring to LYSA Office. Once you have received approved roster from LYSA , then player passes will be printed. Have each player sign the pass, attach pictures, bring back to LYSA office and have Mrs. Deanna Bostick sign the cards. You must laminate the cards.

If you have any other questions please contact a CSC Committee member for help.

Suggested Manager Distribution List

A good Manager oversees the work. Distribute the jobs and responsibilities to those you know are capable. Here is a guide to responsibility distribution:

1. Treasurer - right hand man. Keeps financial records of all team financial accounts.
2. Tournament Registration - applies to all tournaments, submits fees and rosters.
3. Hotel Coordinator - coordinates hotel reservations, emails directions to fields and hotels, coordinates hotels with other CSC Teams.
4. Fundraiser - coordinates and heads up all fundraising
5. CSC Tournament Representative - represents team at CSC Tournament Meetings and distributes team responsibilities for CSC Tournaments.
6. Travel Coordinator - coordinates and secures rides and room sharing for every player.
7. Calling Tree - prints calling pocket cards and tree to ease the information flow of important information. Ex. Practice canceled due to inclement weather.
8. Tent - provides and erects a covered tent for games and tournaments.
9. Florida Water - provides Florida Water for all games when the weather conditions are extremely hot. Encourage players to keep their own small rag in their bag for use.
10. Birthday Coordinator - primarily in younger teams to recognize their special occasion.
11. Team Photographer - takes pictures all year and emails and/or produces a DVD for the team.
12. Team Statistician - keeps track of player and game history

Contact Information

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Director of Coaching

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