

Hilton Heat Soccer Club

Team Manager Responsibilities

This list is of tasks that need to be completed throughout the season. It does not mean that all of these items have to be done by the manager of the team. The manager and coach should work together to determine what method works best for their team.

1. Indoor Soccer Practice time must be established by November of the current season. Work with coaches to determine locations around the area that best meets your team's needs. The club will pay a certain amount for indoor practice time. Work with club Treasurer to arrange payment.
2. Attend Managers' meeting. You will be notified with details regarding this meeting. At this meeting you are given updates as to what is happening that year, etc.
3. Maintain team roster – parents' names, telephone, address, emails, etc. Used for communication throughout the year. You will be communicating from the club to the team as well (usually through emails).
4. Keep Certified Rosters that come from the Registrar - - these are used when participating in tournaments (not needed for our own tournament though).
5. Work with coach/parents to decide if there will be a fund-raiser. If yes, you are responsible for coordinating the fund-raiser. This includes obtaining approval from the board (the main reason for going to the board is so that teams in the club don't run the same fundraiser or run fundraisers at the same time.) If not, determine how much per player is needed for the year (include expenses: fines fund, tournaments, end of season celebration, coaches gift, players gifts.) You are responsible for holding and distributing the monies for the team.
6. Work with coaches/parents to determine if all players will have the same bag, jacket, hat, etc. If yes, you can order these through the club website – which is a fundraiser for one of the teams. You also can coordinate yourself through a company - - but you must have the Hilton Heat Logo so that we stay unified as a Club.
7. Notify players of uniform try-on dates, times and locations. You will be prompted to do this by the club Uniform Coordinator.
8. Each team collects fine fees to give to the club treasurer. This money is used to pay fines that are issued in the games.
9. Secure players fees. If the team doesn't provide this information to the Registrar on time (when prompted from the club registrar), the manager is responsible for taking the information to the appropriate registrar for their team (girls to Webster and boys to Irondquoit).
10. Obtain passes from club Registrar. Verify information, obtain complete (birth name) signatures on each pass and attach picture to pass.
11. Keep team passes (players, coaches, assistant coaches and managers). These are given to the coach along with the game reports at the start of each game.
12. Game Reports - - for each game 2 forms need to be filled out. There are directions given with a sample report at a manager's meeting in early spring. These are given to the referee and the opposing team (by your team coach)
13. Obtain the blank checks for the home games. (These are provided to you from the club treasurer). Mark the date and game number on the "memo" part of each check. This check is given to the referee (along with the game report) by your team coach. **THIS IS ONLY AT HOME GAMES.**

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14. Create/maintain team schedule (practices, games, maps for games, snack duty, tournaments, etc).
15. Work with team coach to determine tournaments for the year. Register team for these tournaments including payment. . Some managers open a separate checking account for the team. Also the manager may take on the responsibility of reserving a block of rooms for an out of town tournament.
16. For the “Just for Kicks Festival”, work with volunteer coordinator to assure each parent has a job/duty during the weekend. Communicate these duties to the parents.
17. For the “Just for Kicks Festival”, obtain a representative from your team to attend all the tournament meetings. This person is responsible for being the contact for your team regarding the tournament and for being on a tournament committee for the season. If you want to be this position you can, but it is not required.
18. Schedule Team picture - - again you will be prompted for this in the spring.
19. Suggestion: Coordinate end of season party for team (plan to have this done prior to the try-outs for the next season - - it helps to avoid awkward situations if anyone is cut from team for the next season).
20. Suggestion: Coordinate gifts for the coaches and the players – usually presented at the end of season party.
21. Suggestion: create and distribute to parents, a cheat sheet with the kids name and number on it. It can be helpful when cheering on the players to know their names.
22. There is a scholarship that is available each year for a graduating senior. Managers of teams that have “seniors, should notify the families of this scholarship. For those that attend Hilton High School, the applications are in the Guidance Department.