

TEAM MANAGER RESPONSIBILITIES CHECKLIST

GENERAL RESPONSIBILITIES

- Communicate schedules and team information to families
- Keep coaches informed of attendance and team issues
- Bring game rosters and player cards to games
- Collaborate with coaches to submit scheduling request forms for each season of league play and/or each tournament
- Assist coaches with organizing tournament participation
- Communicate with other team managers and assist coaches in coordinating guest players for games when needed

GAME DAY RESPONSIBILITIES

- Print official Match Roster from Affinity and bring to game
- Bring OSYA Player Cards to and from game
- Be prepared to assist coaches with player supervision in the event of a concussion or other injury
- Report match score after the game

TEAM MANAGER COMMUNICATIONS

- Send weekly email on Sundays. Should include:
 - Training and game schedule for the week*
 - Relevant updates or info provided by coaches and club administrators*
 - Weekly roll call - request advance notification from players who will be missing training or games*
- Send match detail reminder on Wed/Thu. Should include:
 - Match date, time, and location*
 - Requested arrival time for players*
 - Home/Away jersey instructions + reminder to bring both*
- Communication with coaches:
 - Inform coaches of all absentees for training and games*
 - Inform coaches of any issues or concerns within the team*