



## BC Fire Team Manager Responsibilities

The Team Manager is the liaison between the coach, parents, players and the Club. In addition, the Team Manager will perform the following duties or may delegate some of the duties to another parent on the team.

It is very important Team Managers communicate regularly with the players and their parents. Communications can be handled via meetings, phone calls and regular emails. For U16 teams and older, it's a good idea to email the players as well. Older players generally drive themselves to practices, therefore, less face-to-face interaction between Team Managers and the parents.

- It is important that the Team Manager support the coach by directing all questions concerning player selection, player positions and playing time to the coach.
- Keep the team organized and running smoothly by communicating practice information and game schedules.
- Email parents/ players a link to directions for soccer fields and time of games. Remind them what color jersey to wear (white-home, dark-away) but always bring both jerseys.
- Communicate information to your team as requested by BC Fire. Many times an email from your own team manager is given more attention than an 'all-club' email.
- Keep the "pulse" on the team and parents by listening and passing concerns on to the coach.
- Maintain all records and information relevant to game play (e.g. player cards laminated, recording game scores, etc.).
- The Club will filter information through the Team Managers to disseminate to their teams.

### For Games

- Bring 3 game cards to each game: one for opposing coach, one for referee, and one for your coach.
- *Bring player cards to every game.* This is mandatory and players without cards are ineligible.
- Take cards across field to referee for player check-in. Referees do NOT keep cards during game so wait until referee is finished and collect cards from referee. DO NOT leave the sideline w/o cards!
- Pay referees before game begins.
- Help ensure that parents/guests on our sideline are respectful, positive, and display good sportsmanship.

### After the Game

- Enter scores into GotSoccer.