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**Team Roles**

* Coach develops and encourages players
* Manager provides support to coach, advocates for parents, and handles the business side of the team

**General Duties of Managers**

* Work with coach to coordinate first parent meeting of new team
* Coordinate uniforms for team
* Set up and maintain team page on MonU website, including keeping calendar updated with all team events
* Get players registered with Eastern Pennsylvania Youth Soccer Association (EPYSA) and obtain player cards
* Register for fall, winter, and spring leagues
* Coordinate payment of referees and report scores as needed
* Register for tournaments and coordinate accommodations for overnight tournaments
* Attend coaches’ meetings (scheduled by MonU as needed)
* Attend managers’ meetings (scheduled by MonU as needed)
* Communicate MonU information to team
* Submit clearances to the club (Rod Orth will advise if needed)
1. **Work with coach to coordinate first parent meeting of new team**
	1. Once teams are assigned, contact coach about meeting time and location
	2. Coach runs meeting to talk about season plan and expectations of team.
	3. Manager can collect documentation needed from all families (birth certificate, head shot, medical release, copies of front and back of medical identification (insurance) cards, RG-6 form, if needed). See **Section D.** below for where to find medical release and RG-6 forms online.
		1. Create binder for team to hold copies of all of these documents, and bring to all league games and tournaments.
2. **Coordinate uniforms for team**
	1. Ensure families order all needed items (black jersey, white jersey, shorts, white socks, black socks)
	2. Coordinate pick-up of completed uniforms and distribution to families
	3. Coordinate pressing of practice jerseys for team
	4. Goalie jerseys – all teams entitled to one (long or short-sleeved) at no charge
	5. Coaches’ gear – provided by MonU
	6. Guest jerseys – available at MonU office on as needed basis. Must be washed and returned after use.
3. **Set up and maintain team page on MonU website (www.monusoccer.org)**
	1. Have all families register with website
	2. Ensure all players are added to roster (if missing, email Rod Orth, competitive@monusoccer.org or Brent Whiting ,president@monusoccer.org)
	3. Keep calendar updated with all events
	4. Use team page for all emails to team (Team page > Discussions >Start New Discussions)
		1. Email parents regularly with updates and reminders
	5. Have coach update bio and head shot
	6. Encourage all families to download Dick’s Team Manager app, which links team calendar and provides instant updates of changes made to calendar
4. **Get players registered with EPYSA and obtain player cards**

 **(New process as of 2019, wait for instructions from club)**

1. *EYPSA Database and Passes - www.epysa.org*
	* 1. *Players need new passes every other year (boys and girls alternate years)*
		2. *Medical releases can be found on EPYSA website*
			1. *Home > Membership > Forms (http://www.epysa.org/membership/administrative\_forms/)*
		3. *Build team database on EPYSA*
			1. *Home >Membership > Travel League > Online Registration Materials*
				1. *Risk Management – complete online forms for yourself****.*** *Save login information.*
				2. *Make sure coaches are registered and have completed the Risk Management form. This must be done* ***every year*** *before you can set up the team.*
				3. *Team Builder – complete online forms to register team*
				4. *Database – complete online forms to register individual players. Will need the following from players to upload:*

 *Birth Certificate or player pass*

 *Player photo/head shot*

* + 1. *Submit birth certificate to MonU so that player passes can be printed.*
1. **Register for fall, winter, and spring leagues**
2. Register for fall league over the spring/summer in one of the following leagues, chosen by coach/MonU:
	1. Inter County Soccer League (ICSL) – www.icslsoccer.org
	2. Delco Soccer League (Delco) – www.delcosoccer.org
	3. Pennsylvania Area Girls Soccer (PAGS) – www.pags.org
	4. United Junior Soccer League (UJSL) – www.ujsl.com
	5. EDP – www.edpsoccer.com
	6. APL – www.aplsoccer.com
3. Register for winter leagues in the fall
	1. Optional winter session of choice during other session, as chosen by coach – additional cost incurred by team
4. Register for spring league in the late fall/winter
	1. Rock Spring League
	2. APL Spring League
	3. EDP Spring League
5. **Coordinate payment of referees and report scores as required**
	1. Referee fees – league website lists referee fees
		1. Send referee fee request to Karryann Sanocki (finance@monusoccer.org) in advance of season, or request reimbursement at end of season
		2. Pay in cash with exact change – do not expect change from referees!
		3. Report scores each week as directed by league (home team usually responsible, but winning team may be responsible)
6. **Register for tournaments and coordinate accommodations for overnight tournaments**
	1. Coach selects tournaments or asks manager to find tournaments.
	2. Monitor tournament websites for registration deadlines
	3. Register and pay for all tournaments as instructed on tournament website. Payment options:
		1. Pay by check – register, send registration confirmation to Karryann, she will send check directly to tournament
		2. Pay by personal credit card and be reimbursed
			1. **AVOID** registering with credit card if fee is charged
		3. Pay by E-Check – if credit card fee charged and checks not accepted. Contact Karryann about this.
	4. Coordinate hotels for overnight tournaments
		1. Hempfield – coordinated by Michelle Balisalisa
		2. other tournaments – manager is responsible for coordinating hotel for team
			1. Most tournaments are “stay to play” and require that you book rooms through them.
			2. If tournament is not “stay to play,” check hotels local to tournament and ask about a block/group rate. You can also use hotels.com to find blocks of rooms at no additional charge.
7. **Register for cups**
	1. Outdoor cups (Spring) – as decided by coach
8. **Fundraising**
	1. Otis Spunkmeyer – run by MonU in early fall
	2. Work with parents on team-sponsored fundraisers if desired – email Rod before committing for approval; can get announcement on website.
9. **Volunteers**
	1. Club sponsored events (i.e., picture day, Soctoberfest , golf outing, trivia night etc.)
	2. Competitive tournaments
	3. Uniform Pressing
10. **Coach Accountability**
	1. Any concerns regarding coaches’ behavior should be directed to Dave MacWilliams (mac@monusoccer.org) and Rod Orth (competitive@monusoccer.org)
	2. Email Mac and Rod immediately if coach is missing – they will try to send a sub
11. **Miscellaneous**
	1. Email Rod Orth about any team achievements – tournament placement, division victory, volunteer work, etc.. Include picture and short write-up for publication on MonU’s home page!
	2. Any concerns regarding parent conduct on side lines should be directed to Dav MacWilliams or Rod Orth