



Hays Youth Soccer Association

Job Title:	Team Manager	Group:	Fusion and Academy
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Team manager will:</p> <ul style="list-style-type: none"> ➤ serve as a conduit of information between the club and the parents/players ➤ communicate to players and their families' timely and accurate information about scheduled events, such as practices, games, scrimmages, and tournaments. ➤ communicate all pertinent team, club, and league deadlines to parents/players ➤ assure the team compliance with club policies and procedures ➤ keep a roster with parents and players names, phone numbers and emails ➤ keep a call list for emergencies for each player ➤ coordinate games schedules and referee payments when needed ➤ provide game-related information (e.g., time, location, maps, driving directions) ➤ provide player documentation (game cards, medical releases, roster and penalty point report) ➤ regularly attend games and practices ➤ coordinate workday volunteers from their team ➤ coordinate equipment orders ➤ coordinate tournaments/payments and refunds ➤ file and coordinate disputes for team ➤ coordinate fundraisers (with team parents) ➤ coordinate concession stand sign ups (with team parents) ➤ participate in the process of selecting team members (with regards to ability to pay and the meshing of the individual with the other members of the team; depending on coaching experience and coaching license held, manager may also provide additional input on player selection) <p>ADDITIONAL NOTES</p> <p>The Team Manager should maintain a relationship of mutual respect and coordination with HYSA staff and team members. The Team Manager may work directly with the team trainer, HYSA staff, and other team members to help resolve disputes or other problems that may arise.</p>			
Reviewed By:	Kent Cawley, Select Commissioner	Date:	April 24, 2015