

Duties of a Manager for the Brentwood Soccer Club

- ❖ Vital qualifications are good communication and organizational skills
- ❖ Liason between Coach and Parents
- ❖ Coordinates Team Volunteers such as: Social Committee, PR, Uniform Manger,
❖ Director, Alternate Director, BWSC Tournament Rep, etc.
- ❖ Timely Team Communications including: maintaining a high level of communication between parents and coaches, via e-mail, hot line, communicating with other teams regarding game times, field assignments, directions when hosting a classic game, etc.
- ❖ Communicating BWSC news (i.e. goalkeeper training, newsletters, banquet info, soccer clinics, BHS Ball "People", etc.
- ❖ Responsible for registering team with club registrar
- ❖ Obtaining information for registration for TSSA (birth certificates, health forms, insurance, player cards, etc.)
- ❖ Coordinates with Coach to schedule games, tournaments, and scrimmages
- ❖ Oversee tournament applications and registration (safekeeper of player cards, researches and communicates directions, field assignments, t-shirt orders, and other tournament specifics such as parking fees, etc.)
- ❖ Obtains travel permits for out-of-state games, handles paperwork for guest players
- ❖ Arranges for indoor practice facility in winter months
- ❖ Attends Manager Meetings
- ❖ Coordinates Try-Outs
- ❖ Orders Uniforms (unless team has a uniform/equipment manager)
- ❖ Obtain ref assignments for home classic games
- ❖ Coordinates travel arrangements for overnight stays (unless team has travel coordinator)
- ❖ Coordinates fundraiser (Like Kroger Cares), unless team has fundraiser coordinator
- ❖ Organizes Parent Meetings
- ❖ Prepares and distributes team roster with parent information, phone numbers, e-mail address, etc.
- ❖ Goal of team manager is to provide parents with enough detailed information so they don't have to ask any questions. If nobody is asking questions, then the manager is doing their job. Informed people are happy people and happy people HAVE FUN! And, that's what it is all really about.