



Victory FC & Academy/Victory Rush

Team Manager & Treasurer Responsibilities

The purpose of this document is to list possible responsibilities of the Team Manager to assist the Coach and aid in building a strong sense of community between players, parents, coaches, and club management.

1. Team Manager

- Assist as Communication hub between Parents and Coach and the other team administration.
- Provide “Heads Up” type situations: weather, practice changes, etc.
- Arrange Annual Pre-Season Parents Meeting in May/June
- Assist with Need a Ride / Give a Ride if necessary, i.e. help with carpooling if necessary.
- Create Culture: Team Outings, Fundraising, End of Season Party, etc.. Might be as simple as setting up a monthly pizza get together. Anita might have fundraising ideas.
- Act as main POC to Ops (Anita) and DOC (Aaron)
- Maintain Team Binder w/ Rosters, Schedule, Medical Forms, Emergency Contact Sheet, etc... Once they are done at the beginning of the year, not much to do!

2. PlayMetrics Manager. Work with the Manager and Anita.

- Setup Roster: headshots, jersey #, contact info, add guardians, etc.... or ask parents to do their share and follow-up. Anita will help with this. Roster is already set up, the parents can do the jerseys and send you the headshots and update their own information. If the parents do their share, not much to do here except monitor it and make sure its done.
- Manage Practice Schedule/Attire and Game/Tournament Schedule/Attire. This can be done ONCE for the games and ONCE for the tournament. Anita will help with this.
- Verify practice/game attendance: We cannot create the best practice or bring the best equipment for the team if we do not know attendance. If the parents record their commitment two weeks ahead of time, there is nothing to do here!
- Score games: hopefully keep track of stats for Mike if you like.
- Monitor Chats in PlayMetrics in case there is a problem.

3. Affinity/SportsConnect (Software for competition administration)

- Work with Ops (Anita) to setup Rosters, headshots, jersey #, add guest players, Player Passes, etc.. for the tournaments. We might have 3 tournaments, but probably two. If everything is up to date in PlayMetrics this is not much work. Most of the information is there and uploaded for the tournament, so its a matter of printing it and adding any guest players.
- Print Official Game Day Rosters every Friday and make available to Coach
 - 3 hard copies (Home Coach, Away Coach + Ref) or online version via phone. The only weekly pregame duty. Anita and Mike will help with this. Might take 15 minutes including printing time.
- Add game scores by end of day Sunday to CSA. The only weekly after game duty. Might take 5 minutes.

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Game Day Manager

- Connect with Ops (Anita) to see if a Ref has been assigned, Home Games Only. Let Mike know ahead of time in case he knows of one and ask the parents for a volunteer if there is none. Probably 20 minutes a week.
- Give Official Game Day Roster to Coach. Takes no time.
- Setup/tear down bench and shade tent Rob may have the bench and take care of this. Otherwise its just a matter of bringing the shade tent with you.
- Maintain First Aid Kit with essentials including ice packs to be on Team Bench. If we have a first-aid kit, then all you have to do is bring a couple of ice packs to the game with it.
- Record score in PlayMetrics after the game. 5 minutes.

4. Treasurer/Tournament point of contact

- Send tournament overview email to parents with deadlines
- Collect \$ per player for tournament and events. Mike likes to have enough to pay for an indoor practice on-the-fly if the weather turns bad or maybe pay for a tournament meal.
- Complete Online Registration for tournament. Anita and Mike will help with this.
- Work with the Affinity/SportsConnect person in case there is misc. work to do. Often the tournament medical form is the same as ours, if not the parents need to upload the one for the tournament: you just send it and monitor it Help any other online requirements with him/her and Ops (Anita): Rosters, Player Cards, Medical Forms, etc....
- Upload Scheduling into PlayMetrics. Already done for the games, so just for the tournament.
- Any Team Swag/Bags if you want to create one for the tournament.
- Provide Travel Options
 - Hotel Suggestions / Blocks of Rooms. Ask Anita or call Michelle Quintana (Mike's daughter) for help.

5. Social Media Postings. Anita will provide MUCH help with this.

Note: This job can be but does NOT have to be done by the Team Manager. If not doing it yourself, make sure that somebody on the team has taken responsibility and is doing it

- Victory Handles
 - Facebook: <https://www.facebook.com/victoryfc.us/>
 - Instagram: <https://www.instagram.com/victoryfc.us/>
 - Instagram Handle: *victoryfc.us*
- Post 2-3 days per week
 - Practice Days + Game Day Starting 9 / Team Pic
- Create a fan base by "Following" others in similar age groups and leagues
- Add #tags to each post
 - #rushsoccer
 - #VictoryFC.us