

**MONTGOMERY TRAVELERS SOCCER CLUB**

How to be a Team Manager

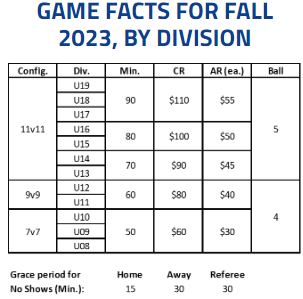
UPDATED: 9/6/23 Howzan

ROLE DESCRIPTION: You are the primary point of contact for the team. Your goal is for the players and parents to have a great team experience. To do this, you’ll coordinate with team and Club volunteers to make sure games and practices happen, and parents to make sure they’re informed and involved. You’ll attend and vote at Club leader meetings to elect Club officers and decide on Club policy and finances.

TIME COMMITMENT: Season startup: 4 hours total. Weekly during season: 1 hour per week. End of season, team parties, and quarterly Club leader meetings: 3 hours each.

SEASON STARTUP:

This is the most time-intensive part of the year: August - September for the fall season, and March for the Spring season.

* In early August, get familiar with things:
  + Go to this link: [MTSC 2021-22 Travel Info](https://docs.google.com/spreadsheets/d/1TxRJI22dJHpXC-CfpLpEpjbUu1VK7RsAcIHlj33wiAE/edit#gid=1224976727) . Here, you’ll find all the info about your team, and contact info for the other team managers and Club volunteers.
  + Go to this link: [How Tos for Managers and Volunteers](https://www.montgomerysoccer.org/Default.aspx?tabid=1051506) You’ll find instructions for many of the tasks shown in this document. Browse through them so you know what’s available to you.
  + Go to this link: [MNJYSA website](https://www.mnjysa.org/). Click on Resources, then League Documents. Here, you’ll find the [MNJYSA Handbook](https://cdn4.sportngin.com/attachments/document/3c36-2196647/MNJYSA_Handbook_093019.pdf#_ga=2.44072100.1415571661.1626524551-842865610.1616190722), which lists all the official rules for the league. You don’t need to memorize this, but it’s handy to refer to if you have a question.
  + The Club registrar will send you a list of registered players. Check that TeamSnap has all of your players listed, and that you and your Team Scheduler have team admin rights to add events
  + The Club webmaster will send you a link to your team account on GotSport. Be sure that you can log in, and you can see all of your players on the roster. Check that your contact information is correct.
  + The Club uniform coordinator will send you a list of jersey numbers. Check that GotSport and TeamSnap have these jersey numbers. If there are parents that have not ordered a uniform, remind them to do so.
  + The President or DoC will send you a schedule for practices. Load these into TeamSnap (use the repeating event function to make this easier). In the fall, practices are at Lubas Field. In the spring, they are at Iron Peak in March, then at Mill Pond starting April 1.
* Prepare for the first practices and games:
  + Ensure that all games and practices are loaded into TeamSnap (including any games for the September tournament). Check with your team scheduler if any are missing.
  + Ensure that all of your players (including any new ones) are loaded in TeamSnap and GotSport.
  + In GotSport, print your first match card. Make sure all of your coaches and players appear with NJYS ID number and jersey number. Edit any that are missing.
  + Make sure your Game Day person has picked up the team bag, bench, and lockup key, and has given you and the head coach a set of laminated player passes.
  + Familiarize yourself with the game facts:
  + 

WEEKLY DURING SEASON:

* Game Day:
  + Make sure the Game Day person is all set with match card, passers, and equipment.
  + If the weather is iffy, look for an email from the Club Scheduler if home matches are cancelled. If away, chat or text with your opponent. If cancelled, update TeamSnap.
  + DO NOT assume a game is cancelled unless you get confirmation. After 10am on game day, only the refs can declare a field unplayable. You and the team must be there and ready to play.
* At the field:
  + Be ready with player passes in case your Game Day person is delayed.
  + Unless you are a coach with a coach pass, go to the spectator side of the field.
  + Enjoy the game… be a parent!
* Monday evening:
  + Verify that TeamSnap has the correct next week’s game info.
  + Look at availability, and verify that you have enough players for the game. Bug those that have not marked availability.
  + You should receive an email from the Club Scheduler with the list of home games and times for the following weekend. Make sure your scheduler responds.
* Practice days:
  + If the weather is iffy, look for an email from the Club President or DoC by 3pm saying that practices are cancelled. If so, update TeamSnap immediately.

END OF SEASON:

* Check GotSport to ensure that all games have scores reported. If any are missing, email the Club President so (s)he can forward to the league for manual entry.
* In the fall, verify that you have received an email from the DoC or President with the schedule for winter practices, and that these are loaded in TeamSnap. These are optional, so not all players will participate.