



## **Findlay Soccer Club**

### **Team Manager Duties**

- A. Attend Scheduling Meeting - Distribute team schedule to players and FSC Administrator
- B. Distribute all necessary materials to players (i.e., map packets, practice schedules, tournament dates)
- C. Reserve practice fields & times
  - 1. Reserve fields through Hancock Soccer Association
- D. Prepares roster form & submit to referee prior to start of match
- E. Maintains player passes and takes to each match
- F. Within 48 hours of match, inputs final score into the league website
- G. Pay referees each game
- H. Ensure Coaches have First Aid Kits at all games & tournaments
- I. Registers/check in team at all tournaments - (maintain tournament liability forms)
- J. Handle cancellations & reschedules
  - 1. Contacts the Hancock Soccer Association field scheduler to make sure the fields are available for home games
  - 2. Contacts the other team and league to schedule the game
  - 3. Communicates the changes to the team
- K. Assist FSC Administrator in ordering and distributing uniforms to the team as needed
- L. Attend pre-season meetings with FSC Administrators, 2 per year (August and February)
- M. Assists in the Team Registration Expo held in June or July of each year