



2019 – 2020 Saratoga-Wilton SC Team Manager Job Description

Thank you for your interest in serving as Team Manager for your child’s team. As a volunteer-led nonprofit organization, we count on support from our team parents to make each year successful for our players and soccer families. SWSC Team Managers are the VIP parents of the club, acting as the go-to contact between the club, coach, and parents. Wendy Blatchford, the Manager Liaison, will guide you and answer any questions you have. Reach out to her at: managerliaison@saratogawiltonsoccerclub.com.

Benefits:

As a benefit for your service, you’ll receive a generous discount applied toward your club fees. This discount will be split between two or more Team Managers if elected.

Description:

The ideal Team Manager understands that communicating with team families is the most important role they perform. To achieve this, they are open, approachable, and engage with their team parents. They help the Coach build a team environment where parents are engaged and committed to their child’s soccer growth. The most difficult part of the job is collecting team fees, which requires a persistent, yet pleasant, demeanor. Knowing your team parents helps facilitate this process. The estimated time commitment is 1 - 2 hours each week inclusive of connecting with parents at practice, games, and through TeamSnap.

This is the perfect VIP role for you if you have:

- A love for soccer and being the first to know what’s going on
- Experience in people management - parents definitely have this skill
- The talent to communicate positively
- One-two hours/week to communicate team/club news in a timely manner
- A high level of people skills and openness to connecting with parents
- Excellent time management and organizational skills

Under the auspices of the [KidSafe Program of US Youth Soccer](#), ENYYSA adopted procedures to address Child Protection issues in youth soccer. New for 2019 – 2020, ENYYSA, CDYSL, and SWSC require every Coach, Asst. Coach, and Team Manager to complete an online risk management module, background check, concussion awareness, and abuse prevention training in addition to the attached application. Please follow the instructions at: www.saratogawiltonsoccerclub.com/club-resources/to-coach-or-manage

1. Paperwork – the Team Manager collects and submits to the Club Registrar CDYSL-required paperwork including: player commitment, medical release, volunteer agreement, bond check commitment, and code of conduct, generally at the first team meeting or first few practices.
2. Player jersey numbers – the Team Manager collects team jersey number requests from each player at the 1st team meeting and approves them before a uniform kit can be ordered. If two players request the same number, priority is given by seniority with the club/team (and already has a current jersey with the number) and then by birth date.
3. Communication – the Team Manager communicates important team information to parents such as practice schedules, payment schedules, club news, tournament schedules, etc. Some coaches prefer to do part or all of this themselves. For 2019 - 2020, team Managers will use TeamSnap to distribute dates and email parents. Create and keep an up-to-date TeamSnap account for your team. You'll collect team fees to cover this out-of-pocket expense. Please send ample gentle reminders using TeamSnap. Parent survey respondents stressed the importance of updating TeamSnap well in advance of practices and games and rely on TeamSnap as their primary communication tool.
4. Maintain team documents – the Team Manager may be asked by the Coach to keep players passes, rosters, and medical releases that will need to be presented at games and tournaments. This may include checking-in a team at tournaments the evening before the tournament (less and less often with many clubs now using online check-in methods).
5. Tournament registration – the Team Manager may be asked by the Coach to complete required paperwork and application for tournaments, and reserve blocks of rooms at tournament-sponsored hotels recommended by out-of-the-area tournaments. All SWSC teams compete in our May Day Classic Tournament for which the SWSC Registrar completes the check-in process for the club.
6. Team building/community service events – the Team Manager is responsible for

organizing a team building/community service event* for their team. Many teams have had pizza parties to celebrate session finals, volunteer to assist at a Rec soccer practice, run 5ks as a team, collect used soccer gear for donation, play at Sky Zone, have a pool party, etc. These events help new teams to “click.” Have fun with this!

- a. *Please note that SWSC awards two \$500 scholarships to graduating senior players who been with the club at least 3 years and have demonstrated community service, preferably soccer-related. Encourage your team to give back in creative ways!
7. Team Finances – the Team Manager is responsible for announcing team and individual fees, tracking individual player accounts, and collecting all special team fees inclusive of, but not limited to, the following if needed:
- a. Extra practice fees charged by a facility
 - b. TeamSnap fees
 - c. Indoor session fees at Sportsplex, Afrim’s, etc.
 - d. Tournament fees
 - e. Special uniform fees (ex. cancer awareness)
 - f. Any miscellaneous team fees (team party, etc.)
 - g. Tournament hotel expenses for your head coach
 - h. Please inform your team that membership fees at Sportsplex, ADK Dome, etc. are paid individually, not by the team
 - i. Buffer fees to cover late payees - excess funds can be used for an end-of-season team party or refunded

Fees can be collected by Venmo (or similar app) or check. Team Managers are responsible for paying collected team fees to coaches, tournament directors, indoor session sites, etc. We recommend, but it’s not required, using a team checking account separate from your regular bank account. Keep an accurate accounting of all receipts and payments and zero out the account (make appropriate refunds, if any) at season’s end. Please create your own internal team deadlines based on the important dates below in order to facilitate your collection/payment process.

8. May Day Classic Tournament – the Team Manager is responsible for collecting a May Day bond check for each team family from February 1st – March 1st and forwarding them to the May Day Bond Check Coordinator ASAP after March 1st. This requires ample reminders to parents to submit their check. Bond checks are returned/shredded after the four required May Day Classic volunteer hours/family are completed. See info at: <https://www.saratogawiltonsoccerclub.com/volunteer-with-us>
9. Community Building – the Team Manager shares team activities, little wins (progress not perfection), and team success with the entire club by submitting photos and game news to the Board by email to news@saratogawiltonsoccerclub.com. Ask your team parents for help with taking photos. Please include team name, coach name, event/tournament name,

scores, and player first names. ***We especially need boys team photos.*** Encourage your soccer parents to visit the website and Facebook page for news and updates. Please note that our website and Facebook page are visible to the general public; we request that team photos model those of collegiate/professional soccer teams in line with the character of a successful youth soccer Club. A quick Google search will provide you with several poses to model.

Important Contacts:

Manager Liaison: managerliaison@saratogawiltonsoccerclub.com

President: president@saratogawiltonsoccerclub.com

Team photos/updates: news@saratogawiltonsoccerclub.com

Player withdrawals: registrar@saratogawiltonsoccerclub.com &
bondchecks@saratogawiltonsoccerclub.com

May Day Classic Volunteer questions: volunteer@saratogawiltonsoccerclub.com

May Day Classic bond check questions:
bondchecks@saratogawiltonsoccerclub.com

Graduating Senior Scholarships: scholarships@saratogawiltonsoccerclub.com

Volunteer team building with the Saratoga-Wilton Rec Soccer program:
recsoccer@saratogawiltonsoccerclub.com

Important Dates:

August 15th: Priority Commitment + Deposit for Full Year/Fall/Winter/Training

August 28th: CDYSL Fall Ball Team Commitment (U8-U12)

Oct 1st: Elite Development Program U15+ Registration

Early September: Fall Ball Fees

1st team meeting: Registration Forms

1st team meeting: Player # request for jersey

Purchase uniform kit after # approval by team manager

Late October: Indoor Session 1 Fees

Late December: Indoor Session 2 Fees

Late February: Indoor Session 3 Fees

TBD by coach/team manager: Tournaments

March 1st: May Day Bond Check submission

March 1st: Final Club Fee Installment

January 15th: Priority Registration for Spring-Only players

Spring players purchase uniform kit after # approval by team manager

January 20th: CDYSL/EDP Spring Team Commitment