

Team Manager Job Description

1. **Paperwork** – team manager completes and submits to the club registrar all necessary paperwork including: copies of birth certificates, medical releases, photos for player passes etc.
2. **Communication** – team manager may communicate important team information to parents such as practice schedule, payment schedules, club news, tournament schedules etc.
3. **Maintain team documents** – team managers may be asked to keep players passes, rosters and medical releases that will need to be presented at games and tournaments. This may include checking a team in at tournaments, often the evening preceding the tournament.
4. **Tournament registration** – team managers may be asked to complete required paperwork and application for tournaments, research possible tournaments sites, reserve blocks of hotels rooms for out of the area tournaments
5. **Team Finances** – team managers are responsible for tracking individual account and collecting all team fees (coaching fees, extra practice fees, indoor session fees, tournament fees, uniform fees and any miscellaneous team fees). Team managers are responsible for paying team fees to coaches, club fees, tournament directors, indoor session sites etc) A checking account must be maintained for the team with along with an accurate accounting of all receipts and payments and is zeroed out (make appropriate refunds, if any) at season's end.