



## **TEAM MANAGER RESPONSIBILITIES**

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Team Managers (TM) are an important part of the Club. Though a volunteer position, the Team Manager is usually the first point of contact for athlete families with regards to information about tournaments, schedules, and other club activities.

All competitive teams will be assigned a Team Manager: U13 (co-ed), U15 Girls, U15 Boys, U17 Girls, U17 Boys, U19 Girls, U19 Boys. In some cases, Team Managers may be managing more than one team.

There may also be instances where there are 2 Team Managers per Team, or a Manager and Assistant Manager. In these cases, one manager should assume the role of primary communications lead.

Team managers responsibilities include:

### **1. General & Financial**

- Maintain TeamSnap rosters, and update tournament schedules as soon as the information becomes available.
- Build and maintain yearly Master Account Spreadsheet, detailing all players tournament expenses and payments.
- Ensure that all tournament financial information is accurate and kept up to date. Final tournament costs should be tallied as soon as possible after the tournament end, final costs communicated to athlete families.
- Keep all tournament cost receipts.

### **2. Communication**

Team Managers act as a liaison between the coaches, athletes, and athletes families. As such, effective communication is a key component of a TM's responsibility.

- TeamSnap and email are the two main methods of communication.
- Some Team Managers may also use a master Google Doc for all tournament logistics.
- Team managers should be as proactive and timely as possible in their communications.



### 3. Tournaments

#### 3.1 Local Tournaments

- Communicate tournament information and schedules to athletes and families in a timely manner.
- Ensure the players behave in a responsible, respectful manner during the times they are not under the control of the team coach(es).
- Provide snacks between games if necessary. This is usually more of a requirement for younger teams (15U and less). U17+ players are usually more self-sufficient and may not require snacks to be provided, however TMs of all age groups should ensure athletes are adequately nourished.

#### 3.2 Away Tournaments

- Ensure all players are staying together, per SWPC's tournament policy.
- For non-NCL tournaments, TMs will source and book hotel accommodations for all players.
- For NCL tournaments, TMs will book NCL-approved accommodations for all players.
- For tournaments requiring airplane travel: Team Managers will be responsible for booking all flights and ground transportation for athletes.
- Communicate all travel details to athlete families, including hotel discounts (if any) to allow them time to make their own travel arrangements.
- Make meal arrangements if necessary for athletes. This can include restaurant reservations, food delivery to the hotel, providing snacks, etc.
- Ensure the players behave in a responsible, respectful manner during the times they are not under the control of the team coach(es).
- Assist the team coaches as necessary in facilitating good behaviour at all times.
- Create and share the rooming list for athletes. In most cases, athletes will be split into quad rooms, to keep travel costs down.
- Team managers may assign 'Room Captains'. Room Captains will be responsible for ensuring their roommates are on time, and rooms are kept tidy.
- Set and enforce curfew and conduct regular room checks.