



Tumwater Soccer Club

P. O. Box 14304 Tumwater, WA 98511

www.tumwatersoccerclub.org

TEAM MANAGER

The Team Manager should be the main contact between the Coach and the rest of the team. When there are schedule changes, the Coach should contact the Team Manager and tell them about the change; the Team Manager should pass the information on to the rest of the team.

Team Manager Duties

1. Put together a roster that has each player's name, phone number, and parent names, along with helpful practice information (when, where, what time).
2. Have the Team Manager coordinate picking a style of uniform (Wembley Soccer Shop is recommended):
 - a. Talk with the parents about uniforms. Find out if they want the uniform to include matching shorts and socks. If they don't want full uniforms, suggest they buy similar colored socks and shorts;
 - b. At a minimum, a jersey style should be picked out;
 - c. Have kids vote on uniform color and give you their preferred uniform number (returning players get to keep previous number);
 - d. Get uniform sizes from the parents and place the order. Collect uniform money from the parents for the uniforms;
3. Once the game schedule is out (Team Manager can do these items)
 - a. Put together the game schedule for the parents;
 - b. Find out which games kids will miss due to vacations, etc.;
 - c. Try and schedule the team picture for the "game day" that the most kids will be present (earlier the better as the pictures take time and it is easy to pass out pictures before the season ends);
 - d. Pass around one game schedule to be used as a snack list (kids like juice and snack at the end of each game).
4. Middle of the season, set up end of the season party and gift for coach if parents are so obliged.