

Manager Duties

Managers play a vital role in the success of a soccer team. Below are outlined some of the jobs which will help the season run smoothly making the game more enjoyable for all. As you can see, there are a number of tasks that must be completed in order for the season to run smoothly. The MOST IMPORTANT task of a team manager is this: DELEGATE. Many of the duties listed below can be accomplished in a very short time if the work is distributed among the team members. The manager assumes the role of the Team's "Volunteer Coordinator" unless assumed by another volunteer from the team.

- 1. Help register team and notify Magic Administrator of roster changes, including any e-mail address changes of team members.**
- 2. Distribute schedules and other pertinent information from the Club as requested.**
- 3. Order uniforms and equipment as needed**
- 4. Organize additional playing or Club opportunities such as tournaments, indoor, scrimmages, Ball Kids for JMM Varsity games and participation in Magic Night and Clinics**
- 5. Collect necessary fees. (One check submitted to Magic for team registration)**
- 6. Find practice fields and reschedule games if necessary**
- 7. Call refs prior to home games, manage ref fees and incident report**
- 8. Reports scores to MAYSA (MAYSA Leagues) or to the Alliance (In-House Leagues)**
- 9. Help enforce Code of Conduct**
- 10. Optional: Set Snack Schedule.**