



Job Description

Position: Team Manager

The Team Manager is the liaison between the coach, player families, players and the SPSC Club. This position is essential in disseminating information out to teams in a timely manner.

This position would not attend Board meetings; this is not a position that holds a vote on the Board. The position volunteers for the Sun Prairie Soccer Board and Club. This position works directly under the supervision of the Team Manager Coordinator.

Time Commitment: 4 hours per week during beginning of both seasons then 1-3 hours per week after

Duties considered for this position:

- Keep the team organized and running smoothly by communicating practice information and game schedules
- Provides coach with team information including official player roster and family contact information. This would include all emails for families, sometimes there are blended and/or divorced families
- Work with coach between player offers and due dates of MAYSA to confirm black-out dates and tournaments
- Plan preseason meeting for August as well as one in February where information about tournaments will be given, MAYSA forms will be filled out, and collect tournament money from players if necessary
- Listen to families' concerns and questions and pass on matters to appropriate individual (e.g., coach, Team Manager Coordinator, SPSC). Support the coach by directing all questions concerning player selection, player positions and playing time directly to the coach
- Maintain all player records and team information relevant to game play (e.g., player cards, player waivers, official roster)
- Work with coach to get team registered for tournaments, including collecting tournament fees and paperwork from families for each player
- Check-in team for games and tournaments, providing relevant documentation to

tournament organizers and/or referees (e.g., player cards, team roster, coach cards, waiver forms, referee fees)

- Record final game scores with Madison Area Youth Soccer Association (MAYSA) through their convenient phone/online system
- Distribute SPSC Club information to families in timely manner
- Plan end of the season party for the team
- Attend SPSC training sessions for team managers