

New for 2018
TeamSnap REQUIRED
GroupMe REQUIRED
New Player Dues

Team Manager Responsibilities

The Team Manager is the liaison between the coach, parents, players and the Club. In addition, the Team Manager will perform the following duties or may delegate some of the duties to another parent on the team.

- It is important that the Team Manager support the coach by directing all questions concerning player selection, player positions and playing time to the coach.
- Keep the team organized and running smoothly by communicating practice information and game schedules.
- Keep the “pulse” on the team and parents by listening and passing concerns on to the coach.
- Maintain all records and information relevant to game play (e.g. player cards laminated, recording game scores, etc.)
- Work closely with Club Registrar to register players
- Handle all aspects of regular season games and playoffs
- Complete Gaming League game reports – printing score sheets and reporting scores
- Attend Club Manager meetings
- Duties that can be delegated:
 - ❖ Team Treasurer – who will handle financial duties for the team; collecting money from families to cover team expenses (e.g. tournament registration fees, coach per diem, etc.)
 - ❖ Travel Coordinator – set up team accommodations for out of town tournaments
 - ❖ Tournament Registration – check-in team for tournaments

The Club will filter information through the Team Managers to disseminate to their teams.

It is very important Team Managers communicate regularly with the players and their parents. Communications can be handled via meetings, phone calls and regular emails. For U16 teams and older, it's a good idea to email the players as well. Older players generally drive themselves to practices, therefore, less face-to-face interaction between Team Managers and the parents.

Team Selection

Players will attend tryouts on the dates as designated by the Club. Once the players for the team have been selected, the next thing to do is meet with the coach. Have the coach provide you with a list of the players so you can compile a team roster.

The next process will be to schedule a team meeting with parents and/or players to prepare and discuss the expectations for the season.

Team Meeting

The purpose of having an initial team meeting is to enable the parents, players and coaches to understand the following:

- Objectives and goals of the program
- Meet the coach and learn of their experience and coaching background
- Financial obligations and commitments during registration fees, coaching fees, tournament fees and team expenses
- Distribute handouts such as team roster, schedule of practices, parent contract, etc.
- Have coach present coaching philosophy and methods
- Specifics of the program, including required equipment, participation, practice locations, and general team policies
- Recruit team volunteer positions such as treasurer, tournament manager, travel coordinator, etc.
- Facilitate paperwork for player and administrator registration
- Collect documentation needed for the team binder (e.g. birth certificate, photo, etc.)
- Complete uniform orders and collect required payment
- Address questions and concerns from parents

Team Bank Accounts

Please see the "Team Treasurer Guidelines" sheet for more details on maintaining the team bank account. If there is no treasurer delegated then the manager is also responsible for this task. It is highly recommended that this duty is delegated to an official "Team Treasurer"

Topics of discussion

- When will practices begin and where will they be held?
 - This is an important piece of information because each player on the team will have conflicting weekly schedules.
 - The sooner you can let the parents know, the sooner they can make needed adjustments.
- Which tournaments is the coach interested in playing prior to the start of the fall season?
 - Work with the coach to prepare a list of tournaments that he/she feels the team must attend.
 - Prepare a list of optional tournaments for the parents so they can determine how each fits into their schedule.
 - Make sure the tournaments that the coach feels are "required" are clearly noted.
 - Several of your families will take vacations during the summer months, so it doesn't make sense to register for a tournament that only half your players can attend.
 - CYSA-South (www.calsouth.com) keeps an updated list of approved tournaments on its website.
- What is the coaching philosophy for the season?
 - It may sound like an over simplification, but coaches often have specific strategies that they will pursue with teams in certain age groups.
 - For example, with a younger, inexperienced team, the coach may wish to focus primarily on skill building and leave lessons on game strategy for the following season.
 - Parents need to know this up front because it helps to prevent some inevitable dissatisfaction if the team suffers a string of losses.

What else can you do to prepare for the Team Manager responsibility?

- Be willing to listen to parent's complaints and concerns.
- Keep private information provided to you in confidence.
- Encourage parents to become active participants in the Central California Aztecs organization. Don't be afraid to ask them to help out!
- Know the policies of Central California Aztecs and be ready to explain them to interested parents.
- Handle confrontations one-on-one, not in a public setting. Be willing to listen – often that will be all that is truly needed.
- Allow the coach to make all the coaching decisions. Don't make promises for which you have no authority.
- Be consistent and fair in your dealings with parents and players.

Helpful Tips

- Remember that all players on the roster need to pay their portion and we do NOT charge any borrowed players this fee.
- Always try and plan ahead. The more notice you can give families about upcoming costs, the more likely you are to collect them on time.
- If you are every unsure of how to handle a situation, how to register for a tournament, or any general questions. Please see the contact list below.

Important Contact Info

Deanna Kelly – Managers Coordinator	(661)699-4939	deannarkelly@gmail.com
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