



**DI/D2P TEAM ADMINISTRATION
INFORMATION BOOK**

2013/2014 SEASON

IMPORTANT INFORMATION

MYSO President

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MYSO Registrar

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Meridian FC Junior Administrator (U8-U12)

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Meridian FC Elite Administrator (U13-U18)

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MERIDIAN FUTBOL CLUB

Team Manager Duties and Responsibilities

In general, the function of a Team Manager is to relieve the Coach from administrative matters so that he/she can devote as much time as possible to the training of players. In addition, he/she is the liaison between the team and the Board of Directors.

Specific Duties Include but are not limited to:

Registration:

- Obtain Meridian FC Letter of Intent for each player and coordinate signing day.
- Obtain Birth Certificate on each player and email or fax to Meridian FC Administrator.
- Obtain Photos of each player, coach and manager and email to Meridian FC Administrator.
- Obtain Medical Release Form for each player. Make sure form is notarized.
- Make sure all KidSafe Forms are completed online for anyone that will be a coach, team manager or team volunteer.
- When you receive the players/coach passes, insure each person signs card. Laminate cards for protection.
- Coordinate all uniform orders with Meridian FC Administrator.

MSYO Club Tournaments:

- Assist with planning and execution of Tournaments.
- Contact/telephone teams in your age group to attend tournaments.
- Coordinate team volunteers/parents
- Assist with tournament registration
- Assist with oversight and management of tournament as directed by the Tournament Committee.
- All tournament information will be posted at www.meridiansoccer.com

Season:

- Communicate with coach, team and parents regarding:
 - Practices
 - General Scheduling
 - Tournaments
 - League Games
 - Friendly Games
- Communicate practice and training schedule including changes to the Director of Coaching and Scheduling Coordinator. Once recreational season begins, scheduling is very important.
- Communicate with Meridian FC Administrator and Registrar regarding changes in roster, team formation, etc. AT NO TIME WILL YOU CHANGE THE OFFICIAL ROSTER. ONLY THE MYSO REGISTRAR CAN DO THIS.
- Complete any Travel Permits that are required for any games, tournaments, etc.

- Get signed Parental Consent to Travel. *Make sure notarized.
- Attend any Team Manager's meetings or seminars throughout the seasonal year if you can not make such meetings, send a team representative. All teams MUST BE represented.
- Communicate with parents on monies needed during the season.
- Arrange for referees through Lindon Ratliff at 662-891-1034 at least two weeks in advance for friendlies.
- Communicate and coordinate with Meridian FC Administrator and Director of Coaching regarding tournament applications, schedules, travel permits, hotel reservations, directions, tournament check-in, security and supervision of players in hotel, etc.
- Track cautions and ejections during season.
- When necessary, remind parents of Parents Responsibilities (Parents Code of Conduct) (i.e. proper conduct during team play and at hotels, alcohol consumption, etc) to the coach, other parents and/or players.
- When necessary, remind players of Players Code of Conduct.
- During games, sit on parent side at all times unless needed by coach.

Tournaments:

- You are responsible for coordinating all tournament paperwork ie, travel permits, scheduling with your Meridian FC Administration
- Check in team with tournament officials. You will need to show player passes, provide them with a copy of your roster and travel permit (if out of state) and show them your Medical Release forms for each player, birth certificates maybe required so make sure that you have them but please keep them in a safe place.

During Games in General:

- Assist coach with injured players.
- Read and understand tournament rules and scoring system. Be prepared to consult with tournament officials, coach and parents regarding team scoring, standing and advancement in tournament.
- Have player passes available for each game.

Team Assistant Manager Duties and Responsibilities

Specific Duties Include but are not limited to:

- Coordinate with Manager and Coach on tournaments, open weekends and types of teams/games the coach wants to play.
- Gain a comprehensive list of team managers from across the state for potential friendly competition.
- Contact team managers/coaches to schedule games; coordinate times.
- Schedule referees as necessary for home friendly games. Make sure that the Finance Manager knows how much cash to have ready to pay for referees.

OTHER ITEMS

(Very Important)

Managers need to carry a notebook containing the following items for each player/team coach/manager: player passes, birth certificate, medical release, consent to travel, copy of insurance card. Plus all approved travel permits, tournament information, extra copies of caution/ejection forms and any other pertinent team information.

Tab your book and also include a separate section for each tournament. In it, include a copy of approved travel paperwork (if applicable), the tournament application, and host club tournament approval. Additionally, include travel/hotel information passed out to parents and any other correspondence received from the host club. Also have a financial tab for items from the treasurer and receipts. Lastly, suggest a tab for fund raiser information and a spreadsheet for income/expenses.

Request for Player Transfer/Release

If a Meridian FC player wants to be either transferred or released to another club please contact the MYSO Registrar. Remind all parents wanting this type of action that no fees will be reimbursed and that if they owe Meridian FC any monies a transfer or release will not be approved.

League Game Report

You will be required to fill out some sort of paperwork for league games

NOTE: All teams need to make sure that they look at the league standings and scores periodically during the season. If there are any discrepancies please email the Meridian FC Administration with the details ASAP.

Team Finance Manager Duties and Responsibilities

Specific Duties Include but are not limited to:

- Pay for referee fees as necessary for friendly games.
- Post monthly budget reports for the team.
- Maintaining budget and submit expense report to Meridian FC administrator for reimbursement.

Team Field Manager Duties and Responsibilities

Specific Duties Include but are not limited to:

- Store and maintain team canopy and benches.
- Transport canopy and benches to/from games and tournaments.
- Set up canopy and benches on sidelines at games and tournaments as needed.
- Help players organize their bags and personal effects on the sideline as needed.

Team Travel Manager Duties and Responsibilities

Specific Duties Include but are not limited to:

- Coordinate Hotel Reservation early with Meridian FC Administrator. Some tournaments are very popular and hotel reservations need to be made early.
- Verify with Team Manager, Coach and parents the exact number of players and families attending the travel weekend.
- Communicate with team parents, Manager and Coach hotel accommodation information to include:
 1. Hotel name.
 2. Address and contact phone numbers.
 3. Reservation numbers if applicable.
 4. Map from Meridian to hotel.
 5. Map from hotel to soccer fields.

Team Extra Duty Manager, Duties and Responsibilities

Specific Duties Include but are not limited to:

- Coordinate with Concessions Chairman on date(s) team will staff the concession.
- Coordinate shift schedule to insure all dates/times are staffed.
- Coordinate with MYSO Tournament Chairman on date(s) team will staff parking during home tournaments.
- Coordinate shift schedule to insure all dates/times are filled.
- Team Devotional Coordinator
- Sponsorship Coordinator
- Team Activities Coordinator
- Publicity/Communications Coordinator
- Team Photographer

