



Academy Team Manager Responsibilities

As Team Manager, your duties will include:

At the start of the season:

- **Binder.** You must keep a binder with all the Medical Release Forms (MRF) and Birth Certificates (BC) for the players on your team. You will need these to register for tournaments and they should be with you at all regular-season games as well. You will receive a complete binder for your team at Team Camp.
- **Roster.** You will need to produce a roster with the names, addresses, cellphone numbers, and email addresses of all the players on your team, and distribute this to the parents. This makes carpooling and other contacts much easier and will save you time in the long run.
- **Player Cards.** These are the laminated ID cards that all players must have. They are essential at tournaments and you are supposed to have them at all regular-season games as well. Beginning with the Fall 2014 season, player cards will also be sent to managers in an electronic form, to be kept on a mobile device. The process of assembling player cards is:
 1. Ask every parent to please take a photograph of their child and email it directly to the CASA Academy Registrar (sidneyth@bellsouth.net) by mid-July. **This picture needs to be a color head shot in which the player is not wearing a hat.** You must also take a picture of the coach, and have somebody take one of you (the Team Manager has a card as well). Each photo **MUST** be labeled with the child's full name. You can do this in the subject line of the email, or on the actual photo document. This step is essential! The registrar does not know each child by sight! Things can get very confusing with 200+ players.
 2. When you receive the cards, you must laminate the white part with the photo image on it. CASA has a laminating machine in the office.
 3. Finally, punch a small hole through all the cards and put them on a cord or lanyard so you don't lose them. They are important.
- **Black-out Dates.** Slightly before team camp, you should ask all the team parents to email you a list of "black-out dates," which are weekends for which their child will be unavailable for games or tournaments. You assemble a team list and pass this information on to the CASA Director of Coaching (DOC). She will use this information while planning your team's games with the league. This way your team won't have to forfeit a game through lack of players. The coach and Tournament Team Manager will also use this information when deciding which tournaments the team will attend.

During the season:

- **Practice location updates.** You will be the liaison between coach and parents. You will need to update the parents regarding changes in the location and times of practices. Sometimes, however, the coach will do this directly. Ask your coach if he/she would like parents to contact him/her directly if their child has to be late or absent, or if they should go through you.
- **Limits of your responsibility.** One thing to keep in mind is that the Team Manager is not responsible for any decisions regarding playing time, position, or coaching issues. Any parental questions on these matters should be directed to the coach or to the DOC. It's definitely not your job to divide up the team for pool games, choose tournament rosters, etc. Your coach does all of that, and you pass on information to the parents.

At regular-season games:

- **Game updates.** The Team Manager sends out regular emails reminding parents of the dates and times of games. Remind parents that shin guards, cleats, and water bottles are required.
- **Uniforms.** Decide on jersey color for each game and put this information in your game emails. In theory, Orange=Home and White=Away. If you know that the opposing team is going to be wearing White as a Home color, however, you will want to plan for this. The safest thing to do is to make a rule that all players bring both color jerseys and socks to all games. This will solve a LOT of problems.

After the season:

- **Please return your paperwork.** Players at the Academy level play a fall season and a spring season. At the conclusion of the spring season, you will need to remove all the Medical Release Forms, Birth Certificates, and Player Cards from your binder and return all these materials to the DOC. If you are the Team Manager for your child's team in the next year, you'll receive updated paperwork in the fall. Having all the birth certificates on hand for returning players makes the registrar's job much easier. And it's easier for parents, who don't have to submit a new copy every year.

There's a lot to keep track of, I know! The information and forms you will need as Academy Team Manager can all be found in our new Academy Team Manager Handbook, found in the **Team Manager Information** section of the CASA website. Guidance is available from our Academy Registrar, Sidney Thompson, as well as the Team Manager Coordinator.

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