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## Academy Tournament Team Manager

As the Tournament Team Manager, your duties will include:

- **Coordinating tournament choices with the club, the coach, and the team.** Beginning with the Fall 2014 season, tournaments will be scheduled at the start of the season. Before the start of the season, the Director of Coaching and your coach will choose two tournaments that are a good match for your team. The first step is always going to be to confirm that the coach is available that weekend. Next, the Tournament Team Manager will need to check with parents to make sure you will have enough players available that weekend. Participation in two tournaments is a part of the CASA Academy Program for all players (please see the document titled “Tournament-Cost Sharing” in the Files & Forms section of the CASA website for more information on this policy). The maximum number of players that can be rostered for a tournament is 12 at the U8 through U11 level, and 14 at the U12 level. Should the number of players on your team exceed these maximums, it will be up to your coach to plan the season in such a manner that all players can participate in tournaments at the appropriate level. In other words, all players may not attend all tournaments.
- **Calculating tournament costs.** These include (1) the tournament’s registration fees, which differ for all tournaments, (2) the roster fee, which is typically \$10, (3) the coach’s per diem allowance (rates are available on the CASA website in the Team Manager section), and (4) the coach’s hotel fees. You will work out the total cost to your team, divide by the number of players attending the tournament, and tell those parents what their contribution will be. CASA does not want you to be stung by extra expenses if a parent decides to pull out suddenly. Once a player is committed, he or she is committed financially, and will not receive a refund should they become unavailable to play due to changes in family schedule. The exception to this would be illness or injury. In these cases, the Team Manager often recalculates the total costs and redivides the fees on an ad hoc basis.
- **Registering for the tournament.** As team manager, you will pay the registration fee directly to the tournament. *Do this only after collecting all fees from your team parents.* Registering for most tournaments is an online process. Registration deadlines are usually well in advance of the tournament dates, so start early. You will also need to give a roster fee check directly to the CASA treasurer (to reimburse CASA for the fees we pay to SCYSA). Many

tournaments are moving toward a completely electronic registration process. Should this be available, it may incur an additional fee, which you would need to roll into the total tournament costs, to be divided among the parents.

- **Booking a block of hotel rooms.** There may be a recommended list of hotels on the tournament website, or you can shop around. An increasing number of tournaments now require teams to block rooms directly through the tournament's housing office. If you're booking a block of rooms yourself, always ask the hotel if there is a special tournament price. You need to count how many rooms you are likely to need, book a block, and then pass the contact information on to parents, who will then phone the hotel to register individually and leave their card number. The Tournament Team Manager will also book a hotel room for the coach for 2 nights (Friday and Saturday). The costs of this room, which do not include outside fees for room service, pay-per-view movies, etc) are incorporated into the total tournament fees, to be divided among the parents.
- **Submitting a Tournament Roster.** At least 10 days before the tournament, you will need to submit a roster that is specific to the list of players attending the tournament. This roster is to be submitted to the CASA Academy Registrar. She will then give you an official roster, which you will have the coach sign. You give this back to her and she gives you the final stamped roster, which you will need for on-site registration at the tournament.
- **Submitting special forms for out-of-state tournaments.** There are special forms to be filled in if your team is attending a tournament held outside the state of South Carolina. Instructions for out-of-state tournaments can be found in the **Team Manager Information** section of the CASA website. The Academy Registrar, Sidney Thompson, will be happy to assist you with any aspect of the out-of-state tournament registration process.
- **Organizing tournament forms, paperwork, and on-site registration.** Most tournaments require a special Medical Release form to be filled in and signed by all parents. This form will be available on the tournament website. It is usually the case that someone has to register the team on Friday night at a specified location near the tournament (typically, a hotel). During registration, you will provide all Medical Release Forms, Player Cards, the tournament roster, and any other forms specific to the tournament. Most often it is the Tournament Team Manager that registers the team, but it could be the coach, or another parent, if the Tournament Team Manager is unable to get to the location during check-in time.
- **Planning a team dinner.** Many teams enjoy planning an evening meal together for Saturday night during a tournament. It is usually the Tournament Team Manager who takes a head count and makes a group reservation at a local restaurant. You can, of course, delegate this responsibility to another team parent. Many hands make light work.
- **Overseeing team equipment.** It is usually the team manager who makes sure the team has a tent to protect them from the elements during games, and possibly a portable bench so no one has to sit on the ground. Again, you can delegate this responsibility to a parent with a large vehicle (and a strong back). Ask for help! Most parents are glad to lend a hand, and it's usually the case that someone already owns a 10'x10' pop-up tent. Also, remind players

to bring their complete uniforms, including both jerseys and extra socks if they have them. Some team managers even coordinate washing uniforms on Saturday night at the hotel, but this is *by no means a required responsibility*. If you do, however, wash uniforms as a group, make SURE all the players put their initials somewhere on their uniforms.

There's a lot to keep track of, I know! The information and forms you will need as Tournament Team Manager can all be found in the **Team Manager Information** section of the CASA website. Team Managers are the backbone of each team and of the club as a whole. We really appreciate all that you do. If you have any questions, please don't hesitate to contact me. Email is best, and my contact information is below.

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