

Team Manager Duties & Responsibilities

Team Managers are parent volunteers who have been asked to manage the administrative and communication needs of the team. This includes collecting and maintaining paperwork required for each player, uniform coordination, Georgia Soccer league website administration, tournament registration & travel requirements, and team finances.

TEAM ADMINISTRATION & COMMUNICATION

1. Player Documentation

Team Managers will be asked to keep copies of the following for each player:

- Birth certificate
 - Medical Release form
- **Player forms may be found online @ <http://www.afclightning.org/>

Player Cards

- Each player will have a Georgia Youth Soccer player pass. These will be provided to the Team Managers prior to the start of the season in August. Updates or changes may also occur at the beginning of the spring season (February) if applicable.
- Player pictures are required for the cards. Photos may be uploaded to the player profile in the Georgia Soccer site. The photo will print on the pass if uploaded prior to the printing of the rosters and passes. Actual 1X1 pictures may also be used.
- Player passes must be laminated.

2. Uniforms

- Uniforms are arranged for purchase through Lloyd's Soccer. The online ordering instructions will be emailed after tryouts (June).
- Orders for uniforms need to be completed soon after teams are formed (after tryouts) to ensure timely delivery.
- Uniform numbering should be done to avoid duplicated numbers in an age group. The general approach is to have the 1st team use numbers 0-20, the 2nd team to use 21-40, etc. Please check with club administration prior to assignment for new teams and / or new players.
- Please refer to your coach for direction on uniform color choice for games and tournaments.

3. Team Books/Binders

- Team Managers are asked to assemble a "Team Book" in a ringed binder. This information will contain copies of the team roster and each player's forms, player cards and weekly gamecards. Assembly and organization is an individual choice, but it is recommended to keep copies of all paperwork organized by player in sheet protectors for safekeeping.
- Team books must be available at games and tournaments. Player cards will be reviewed by Referees/Officials for all games, both league and tournaments. Managers are responsible for ensuring player passes are returned to them at the end of all games.
- Academy age groups (U9 thru U12) should complete game cards for each league game. A blank game card is attached. An email will also be sent with a blank form for use.

4. Georgia Soccer site administration (U13 and up)

- ADG (Affinity Development Group) is the database management system used by Georgia Soccer. This site manages the regularly scheduled league games and player database.
- Team Managers will access the ADG database for pre and post-game requirements. This includes the game day rosters / line up sheet and reporting of the scores after the completion of the game.
- Team Managers are responsible for updating the ADG site when a player is needed to play for another team. This is referred as Club Pass. Coaches should provide adequate time to make arrangements.
- User / Login information for the Georgia ADG site should be obtained from the club

Registrar.

- Instructions can be located on the GA Soccer website or AFC's website.

5. Communication

- An email should be sent to the families on your team shortly after tryouts and team selection. Coordinate the email with your coach. An email distribution list is suggested.
- Create a contact & information listing for the coach(s), players and families.
- Communication will vary from team to team depending upon the coach and requirements for each team. Please speak with the coach about any additional needs.
- Directions to away games and tournaments should be emailed to your team as soon as possible prior to the weekly games. Directions to league fields for away games are available on the Georgia Soccer site. Please provide the physical street address for map search and GPS users.
- An email should be sent to the "Away" Team Manager at least two days prior to all league scheduled games. Information regarding date, game time, field and uniform colors should be confirmed. Team contact information is located on the Georgia Soccer site for U13 and up. The Academy Director confirms all game information for the U9 thru U12 age groups.
- AFC Lightning appreciates our Team Managers providing the necessary communication and administration for our teams. At times, team parents may misunderstand the role and responsibilities of Team managers. The club does not expect our volunteer Team Managers to settle individual player issues such as playing time, coaching style, club financial responsibilities etc. Sensitive subjects and individual player issues should be referred to the coach or the club's administration and leadership.

TOURNAMENTS & TRAVEL

1. Tournament Registration

- Team Managers are responsible for registering for tournaments. Communicate with your coach soon after tryouts regarding the exact events your team is expected to attend.
- Work with the coach to understand the registration details of each tournament such as level of play and other team specific information. If clarification is needed, please contact the club's administration.

2. Tournament Fees & Payments

- A draft of the tournament costs and travel needs for the team should be estimated. Please communicate this information to your team parents for planning purposes.
- Create a method to track payments from each player.
- Collect payments from each player to cover the season costs. ALL PLAYERS are responsible for tournament and travel fees regardless of attendance. The only exception is if a player is removed from the roster by the club. For questions or clarification, please contact the club's administration.

3. Tournament Forms and Check In Procedure

- Team Managers are required to collect the necessary forms for each tournament. Requirements and tournament specific forms will be located on the tournament websites. Please check with AFC club administration for help or direction.
- Managers (or designated parent volunteer) are required to perform the tournament check-in process. Please verify the requirements on the tournament website. The documents required and process are specific to each tournament.

4. Team Travel

- Out of state travel must be approved thru Georgia Soccer. The required Notification of Travel form is submitted thru the ADG site. Instructions are attached and are also located on the Georgia Soccer site in the document section.
- Team Managers are responsible for making hotel arrangements (room block) for the team and coach. Please verify with your coach how their individual reservation should occur. This will vary by team. Additionally, some tournaments have specific hotel

requirements for the teams attending. Refer to the tournament site for each event.

5. Coach travel expenses

- Each team is responsible to pay for the coach travel expense if a game or tournament is greater than 140 miles round trip from home fields.
- Mileage should be calculated at the current IRS mileage rate.
- Per Diem expenses are provided to the coach at \$39 per day.
- Hotel stay should be provided for the head coach. Please note: some hotels offer a free room for the coach if the team reserves a minimum number of rooms.

TEAM FINANCES

1. Team Bank Account

- Team Managers will be asked to maintain a checking account for their team. The primary use of the funds will be for tournament registration payments and coach travel expenses.
- Most banks will ask for an EIN (employer identification number) or a social security number to establish an account on behalf of a team. The instructions to obtain an EIN number for a non-profit sports team are attached.
- If required, the club will provide a letter of authorization to use the AFC name on the team's account. Please contact the club's administration.
- If the team is new, establish a team fund as soon as possible. Registration and payments for pre-season events will occur prior to the beginning of the season.
- Payments for team events or specific team related functions should be made payable to the team, not AFC. Payments for club fees or club camps, etc. should be made payable directly to AFC. For clarification or questions, please contact the club's administration.

Reference Documents (available online)

- Medical Release Form – AFC website
- Parent / Player Agreement – AFC website
- Academy Game Card – AFC website
- Club Pass Assignment and Instructions- GA Soccer/AFC website
- Out of State Notification of Travel Instructions–GA Soccer/AFC website
- Georgia Soccer Site - GA Soccer/AFC website
- EIN Set Up for Team Checking Information -GA Soccer/AFC website
- Lloyd's Soccer Online Uniform Ordering Procedure – AFC website