



Manager's Guide Alexandria

www.cajunrush.com

**200 Sonny Roy Lane
Lafayette, LA 70507**

**Phone 337.261.5425
Fax 337.261-0640**

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Cajun Rush

Team Manager's Duties and Responsibilities

In general, the function of a competitive team manager is to relieve the team coach from administrative matters so that he or she can devote as much time as possible to the training of players

Specific duties include:

Pre-Season:

- Attend Cajun Rush team manager's meeting
- Prepare a budget to be approved by the Cajun Rush Office Manager. Adjust budget at the end of the fall season.
- Set up a means of communication
- Plan a team meeting to communicate with coach, team, and parents regarding: Practices, tournaments, league games, friendlies, fundraisers, budget (for league registration, referee fees, tournament entry fees, coach's travel expenses) etc.
- Open checking account using LYSA/Cajun Rush non-profit tax id# (Contact Jeremy Poklemba jpoklemba@cajunrush.com)
- Collect team fees
- Complete processing of ID cards for each player, coach, and manager.
 - 1. Get a photo (headshot/chest up) taken in a blue practice shirt.
 - 2. Go to www.gotsoccer.com
 - 3. Click on the user login in the top right-hand corner of the page
 - 4. Log in to the Teams & Team Officials account using username/password
 - 5. Click on the roster tab
 - 6. Click on each player's name, make sure the contact information is correct, and upload the photo.
 - 7. DO NOT make changes to personal information unless approved by parents.
 - 8. DO NOT CHANGE JERSEY NUMBERS.
 - 9. Click **Update player** to save changes made.
 - 10. Let the office know when you are ready to print and laminate cards.
- Obtain Birth Certificate for each player.
- Obtain Medical Release Form(s) for each player - USYS and US Club (if applicable).
- Obtain an Appendix A Form from each player
- Go online to www.gotsoccer.com to complete the Background Check, SafeSport Certification, and CDC concussion quiz for yourself as team manager.
- **Prepare a binder** with sheet protectors containing the following items for each player in alphabetical order:
(You must bring this binder to every event in which the team participates)
 - 1. USYS Medical Release Form
 - 2. US Club Medical Release Form
 - 3. Birth certificates
 - 4. coach's, manager's, and player's cards
- Send payment for LCSL registration fee of \$200 - Please make checks payable to LYSA/Cajun Rush
- Meet with the coach to discuss the season and plan for scheduling LCSL games.
- Schedule LCSL Games - request field and referee crew - for process instructions Contact Jeremy Poklemba jpoklemba@cajunrush.com
- Schedule scrimmages - coach must have scrimmages approved through their respective DOC prior to sending the request for a field and referee crew

League Games:

- Go to www.playlouisianasoccer.org >LCSL>Manager's Notebook>Game Day Procedures.
- You will be responsible for printing the game card for each LCSL game. You will do this through your team GotSoccer account. Log in, choose the current season LCSL event registration, click the schedule tab, and print the game card from the pdf download link. (Game cards can not be printed in advanced.)
- Be prepared at League Games and Friendlies to pay the referees with exact cash amounts prior to the start of each game.
- Have player passes and game card available at the field to provide to the center referee prior to the start of each game.

- You will be responsible for posting the league game score online.
- Assist the coach with injured players during games and events, if needed.

Cajun Classic and Hub City Lagniappe Tournaments

- All tournament info is posted on www.cajunrush.com >Tournament>Select Tournament in dropdown menu

Tournaments:

- You are responsible for all tournament paperwork for your team, for example: registration, payment, check-in, travel permits, provide families with tournament schedule.
- Cajun Rush staff will register and pay tournaments registration fees as well as online check-in fee if applicable.
- Print, read, and fully understand the tournament rules, documents requirements, and scoring system. Be prepared to consult with tournament officials, coaches, and parents regarding team scoring, standing, and advancement in tournament.
- To Complete Travel permit (if required). Go to www.playlouisianasoccer.org >Tournament>Club Tournaments>Tournament Travel Requirements.
- If assistance is needed with the above stated tasks please contact the Cajun Rush Office.

Managers should not have to do everything alone. Below is a list of duties that can be delegated to fellow parents:

1. **Hotel/Travel Coordinator** - coordinates hotel reservations (reserving a block of rooms at a discounted price) for player's families and coach, organizes team dinners.
2. **Fundraiser** - coordinates and heads up all fundraising
3. **Tent** – provides and erects a tent for games and tournaments for the team.
4. **Florida Water** - provides Florida Water for games when the weather conditions are extremely hot.
5. **Team Photographer** - takes pictures at team events; emails/shares pics with all families.

Contact Information

Executive Director

Michael Ritch

mritch@cajunrush.com

Office Manager

Niki Whitman

nwhitman@cajunrush.com

Director of Coaching - Girls

Dave Lapeyrouse

dlap@cajunrush.com

Director of Coaching - Boys

John Plumbar

jplumbar@cajunrush.com

Director of Coaching - Alexandria

Jeremy Poklemba

jpoklemba@cajunrush.com

Competitive Administrator

Dawn Reed

competitive@cajunrush.com