

Team Manager Duties

Date	Task	Documentation/Method
January	Meeting with head coach to review program for summer season.	<ul style="list-style-type: none"> - determine tournaments for summer season as some may have an early application date. - decide on blackout date(s) - discuss player recruiting, training, team officials. - plan parent/player meetings.
January	Player Recruiting	<p>On-line – go to www.onsoccer.ca and click on “Submit a classified Ad” on left side of main page. Click on ‘Tryouts’. Follow instructions.</p> <p>Local Paper – consider publishing an ad in the local newspaper.</p> <p>Flyers – post flyers in local sports arenas, community centres and high schools.</p>
January	Book Tryout Date with Club	Contact U-MSC office and book your tryout date(s).
January	Complete CSL /CGSL League Regional Team Application before Deadline	CSL/CGSL League Application. Application form received from U-MSC Office, completed and returned to U-MSC Office.
January	CSL/CGSL/OYSL League Meeting	Make certain that there is team representation.
January	Provide /confirm team officials to club	E-mail to U-MSC office.
January	Book Tournaments	<p>Ontario Tournaments – go to www.onsoccer.ca and click on ‘Tournament Central’</p> <p>- go to www.soccer.on.ca and click on “Competition” and then “Tournaments”.</p> <p>U.S.A. Tournaments – go to www.gotsoccer.com and click on “Tournaments”.</p> <p>- If you leave your district you are required to complete a “Application to Travel” form. This is also available at the www.soccer.on.ca site. Click on “Tournament” and then “Application to Travel”. Apply at least 2 weeks in advance.</p>
February	Complete YRSL League Registration before Deadline	YRSL League Registration
February	Uniform Sizing	Arrange for 3 different size players to come to the uniform sizing opportunity at the dome.

Team Manager Duties - continued

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Ongoing	Exhibition Games	Hosting – host team must complete an “Application to Host Exhibition Game”. This form is available on the www.ontario.on.ca site, click on “Applications” and then “AHEG”. Apply at least 2 weeks in advance. If you travel outside of your district to play an exhibition game you are required to complete an “Application to Travel Form – Ontario. This is also available from the above website following the same instructions. Apply at least 2 weeks in advance.
March	Volunteer Screening Forms Submitted to U-MSC Office	Pick up blank form from U-MSC Office, complete and deliver to Police Community Services Division.
March	Summer Season Planning Meeting with Club Technical Staff	Contact club technical staff and arrange a planning meeting between your team officials and club technical staff.
April	Uniform Order	Complete a uniform order spreadsheet and return to George Kontos, our club director for uniforms. Keep in mind the need to order extra shirts and track suits for coaches/manager, get sponsor logos and perhaps embroidery file of logos.
March	Sign First 11 Players Including Fees (9 players must be from York Region)	Have first 11 player’s complete U-MSC Application Form and pay registration fee.
March	Submit First 11 Player Registration Forms, Player Fees and Completed Player Books to Registrar.	- 9 players must be from York Region. - Head and shoulders picture in player book must be date stamped within 2 years of current date.
March	Complete OSA & OWSL League Registration Deadline	Complete registration and forward to U-MSC office.
March	Vacation Planning	Based on already determined blackout date(s) advise parents of recommended vacation week(s) to take and ask for vacation plans.
March	Ontario Outdoor Cup Registration Deadline	Go to OSA website, www.soccer.on.ca and click on Ontario Cup.
March	CGSL Blackout Date Deadline	Send e-mail to CGSL to request dates that your team wishes to not play during summer season. E-mail btanner@sympatico.ca .

Team Manager Duties - continued

Date	Task	Documentation/Method
April	Submit Applications to Travel for all Summer Tournaments to U-MSC Club Registrar	If you leave your district to attend a tournament you are required to complete an "Application to Travel" form. This is available at the www.soccer.on.ca site. Click on "Tournament" and then "Application to Travel".
April	Coaches, Managers and remainder of Player books due to Club Registrar, together with Player Fees.	- CGSL Coaches and Manager books must be the new format "Blue" books, available from the U-MSC Office and must be submitted together with old book and new head and shoulders picture.
April	Parent Meeting	Invite all parents to a meeting to go over the plans for the summer season and present the team program and budget. Discussion will include opportunities for fundraising versus writing a cheque.
May	Player, Coaches and Manager books returned to teams, validated for summer season.	Books must be kept in game bag and available for checking by opposition team before all league games.
May	Player/Parent Information	Prior to the start of the summer game schedule, prepare a book or e-mail to all players/parents that contains the following information: league game schedule, field maps, important dates that includes tournament dates, Ontario Cup dates, League Cup dates, etc.
Ongoing Throughout Season	Game Score Reporting	Each league will have rules for reporting game scores. Fines are usually incurred for failure to report scores on a timely basis.
Ongoing Throughout Season	Budget Updates	Provide parents with regular budget updates to show them how their money is being spent
August	Winter Planning Meeting	Schedule a winter planning meeting with your team officials. Items to be discussed include training facilities (dome or gym), indoor league and possible tournaments.
August	Dome Time	Request dome time for indoor season from club.
September	League Application	Apply to league for Indoor season.

Team Manager Duties - continued

Date	Task	Documentation/Method
September	Indoor Season Planning Meeting with Club Technical Staff	Contact club technical staff and arrange a planning meeting between your team officials and club technical staff.
September	Parent Meeting	Invite all parents to a meeting to go over the plans for the indoor season and present the team program and budget. Discussion will include opportunities for fundraising versus writing a cheque.
September/ October	Annual Player Banquet	Arrange for players and families to attend annual banquet.
December	Ontario Indoor Cup Entry Deadline	Go to OSA website, www.soccer.on.ca and click on Ontario Indoor Cup.