



# Team Manager Handbook: Champions Soccer Academy

Welcome to the team! The Team Manager is the "glue" that holds the team together, allowing the coaches to focus on player development while you ensure the families stay informed and organized.

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## 1. Core Role & Philosophy

As a Team Manager, you represent the values of **Respect, Strength, and Unity**. Your goal is to provide clear, timely communication and handle the administrative logistics so the season runs smoothly.

## 2. Primary Responsibilities

### Communication (The "Voice" of the Team)

- **Primary Tool:** Manage the team communication app (e.g., TeamSnap, Mojo, or WhatsApp).
- **Weekly Updates:** Send a "Week Ahead" message every Monday/Tuesday confirming practice times, field locations, and upcoming game details.
- **Weather Alerts:** Monitor field status and notify parents immediately of any cancellations or location changes.

### Game Day Logistics

- **Roster Management:** Maintain a printed copy of the official league roster and player passes for every game.
- **Uniform Coordination:** Ensure the team knows which jersey color to wear (Home vs. Away).
- **Check-in:** Assist the coach with player check-ins with the referee before kickoff.

### Administrative Duties

- **Liability Waivers:** Verify that every player has a signed insurance and liability waiver on file via the academy portal.

- **Tournament Registration:** If the team enters a tournament, you will handle the online check-in and document submission (birth certificates, rosters).
- **Player Passes:** Coordinate the collection of photos and documents needed to issue official player cards.

### 3. Key Season Milestones

Phase	Tasks
Pre-Season	Encourage parents to sign on to team communications app; collect player documents; verify uniform orders.
Mid-Season	Update game scores in the league portal; coordinate team snacks/hydration.
End-of-Season	Organize a small end-of-season gathering or trophy presentation.

### 4. Conflict Resolution

- **The 24-Hour Rule:** Encourage parents to wait 24 hours after a game before discussing concerns with the coach.
- **Escalation:** If a logistical or sideline issue arises that you cannot resolve, contact the Academy Administration for support.

### 5. Essential Links

- **Academy Portal:** [championsoccer.org](http://championsoccer.org)
- **Field Maps:** Available on the portal for Clifftondale Park and surrounding locations.

**Thank you for volunteering!** Your leadership allows our athletes to focus on becoming the next generation of **Champions**.