

Southern California Conference Youth Football and Cheer

TEAM MANAGER ROLE

The team manager conducts the business of the team and is responsible for the communication with the parents on behalf of the Association and or the Head Coach. The business of the team includes but not limited to:

1. Collects participant paperwork and gets it to Player Agent who will enter it into SCC League database
2. Works with the Player Agent to facilitate preparation of team notebooks and player/cheer ID notebooks
3. Assist the Player Agent in getting volunteer paperwork together (includes color copy of driver's license needed for database)
4. Check that Live Scans have been done by all new coaching staff. They will turn in their Live Scan copy to you, or to Player Agent who will let you know if they have cleared.
5. Make sure the coaches have all done their coach certifications and turned in their certificates for team notebook.
6. Report the coach certificate dates to Player Agent (prefer to send a scanned or picture of certificates to PA)
7. Attend Team Manager Meeting
8. Attend mandatory Book Certification meeting with completed notebooks
9. Attend team weigh in with team notebooks
10. Sends communications to the parents regarding practices, association info, .
11. Ensures all game day staff (example - MPR, Chain Crew, snack bar volunteers) is scheduled and present when needed.
12. Ready the players for game day weigh in and walk them to the scale with notebooks in hand. Sign weigh in for other team.
13. Have MPR forms ready in the Player ID notebook
14. Association may ask you to oversee funds for various team events, items purchased, or fund raising.
15. Distribute information from the SCC League to Parents/Participants
16. Other duties as asked by association president

These may not be all of what you do. These are predominantly what Team Managers do.

