



## **ILLINOIS FUSION TEAM MANAGER RESPONSIBILITIES**

LAST UPDATED 3/15/08

### **ONGOING TASKS**

- Be the conduit of communication between parents and the club/DOC Staff
- Be a third party for discussions/questions between parents and staff coach
- Be a liaison between the parents and the Club Manager
- Work with Uniform Coordinator for uniform needs within your team
- Work with Fusion Finance to pass along payment due dates
- Work with Web Administrator in order to keep team page current

### **PRIOR TO MATCH DAY TASKS**

- Register team at tournament (DOC Staff will register teams online)
- Arrange hotel accommodations for team during overnight tournaments
- Contact each team prior to home games to make sure each team has the correct game times, location, and field numbers.

### **MATCH DAY TASKS**

- Carry referee money throughout the season for all league games
- Pay referees prior to each league game
- Complete game report (located at [www.ciysl.com](http://www.ciysl.com)) following each league game and email to CIYSL
- Act as site coordinator for age group during home games (corner flags, severe injury, sever weather)