

**DO THIS FIRST: (not a complete listing of activities)**

**Coach, Team Manager and/or Treasurer Administrative Responsibilities:**

brief outline of duties(see Volunteer sheet online for more detail that needs to be done or shared)

1. Obtain Risk Management pass ([registrar@amherstsoccer.com](mailto:registrar@amherstsoccer.com)) – everyone who will be involved with the children or wants to be on the team sideline will need a pass – do this first to expedite the process ( EACH coach, asst, manager for every team must do this themselves.)
2. Assist the coach with collection/setup of the following items for each family:
  - copy of birth certificate for - verify birth dates or send to registrar
  - medical release form for coach's folder – keep it (form at [www.amherstsoccer.com](http://www.amherstsoccer.com))
  - contact information from family, additional phone numbers
  - setup of Team Snap accounts for players' families
  - choosing jersey numbers for new players or conflicts. Samples at VG
3. Assemble information for the team, such as,
  - attendance register – keep track at all events practice calendar/game calendar – can also be done on Team Snap
  - post-game only (no halftime) snack schedule if applicable (younger teams)
  - assemble a first aid kit with band aids, antiseptic and ice packs or bring ice (nothing more needed)
4. Setup team checking account. Most banks offer no-fee accounts for youth groups. This must be in the name of one of the parents (you cannot use the ASA tax id due to audit reasons)
5. Establish yearly budget estimate for all activities (see form online). If unsure about what should be included, speak to another experienced manager or speak to the travel coordinators or registrar
6. Collect team fee payments on schedule determined during year to pay for indoor soccer league, tournaments, team parties, coaching fees if any, additional purchases. Break the team fees into 3 payments between December and April. STIPEND coaches, if applicable, checks should be sent to ASA in three equal amounts in January, March, and May. (Coaches are paid by the club in February, April and June).
7. Submit the list of players names with a unique jersey number by email to registrar. Also, include team name selected and make sure that coach, assistant, and manager are identified and have risk passes approved.
8. When 7 is completed, you will receive notification that the team player pass/roster packet is at the VG for pickup. Passes should be laminated at the VG (use yellow laminating sheets for dual card players). Passes and rosters are needed for outdoor games and tournaments. Make copies of the official roster to be used for outdoor games and tournaments (copies must be handed over to refs on the field at outdoor games and at tournament registration).
9. Help coach identify a parent to serve as the team Tournament coordinator to attend a couple meetings and help collect sales and checks for the team. The first meeting is in January
10. Help coach with tournament selection and registration once chosen. Poll parents for availability BEFORE entering. Speak to other experienced coaches/managers, travel coordinators or registrar for help in selecting tournaments.