**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 (riskmanager@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 of the following items from each family:
	* small photo for attachment to player pass
	* copy of birth certificate for coach’s folder
	* medical release form for coach’s folder (form at www.amherstsoccer.com)
	* contact information from family, additional phone numbers,
	* emails, to prepare form for all the parents and coaches
	* setup Team Snap as an alternative on smartphones for contacting everyone

1. Assemble information for the team, such as,
	* attendance register – keep track at all events – we expect this to be current and turned in at the end of the year
	* 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
2. Setup team checking account. Most banks offer no-fee accounts for youth groups. This may have to be in the name of one of the parents (you cannot use the ASA tax id due to audit reasons)
3. 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 payments on schedule determined during year to pay for indoor soccer league, outdoor

tournaments, team parties, coaching fees, additional purchases (bags, warm-ups, sweatshirts, etc. Most teams break the team fees into 3 or 4 payments between December and April. PAID coaches, if applicable, should be paid according to the amount and schedule provided by coordinators

1. Help coach identify a parent to serve as the team AIM Tournament coordinator to attend

a couple meetings and help collect ad sales and checks for the team. The first meeting is in January.

1. Help kids with sizing/trying on uniforms, choosing numbers for their jersey, submitting order forms

9. Help coach with tournament applications and mail with checks once chosen.

10. 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.

11. Within a week, you will receive notification that the packet is at the VG for pickup. Then have

 each child sign the pass exactly as their name is printed, attach the photo to the pass

 and laminate at the VG. These are needed for outdoor games and tournaments.