



CSWU Soccer Club – Policy Manual

## **POLICY – TEAM MANAGER POLICY**

Effective Date: 2019 Revision

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TEAM MANAGER shall mean a person who:

- A. Performs oversight and management of a particular team.
- B. Arranges schedules according to the master schedule created by the club
- C. Creates a communication platform such as, but not limited to; Teamsnap etc. where all communication required for the team takes place
- D. Manages ALL game-day processes, such as, game sheets, call up forms, conduct forms,
- E. substitution slips and any additional forms required.
- F. Arranges permits for travel
- G. Selects and works with sub-committee's for the team in order to manage the team in the most
- H. productive way

SELECTION of the team manager process is as follows:

- A. Team coach selects the manager based on their needs for the team
- B. Candidate selected gets approved by the club Technical Director
- C. If selection meets the criteria required, announcement made to the team.