

## TEAM MANAGER DUTIES

- Complete player cards-given to you by registrar. Take cards to all games, club days, and especially tournaments.
- Set up a form of communication-email or one-call-now
- Prepare a first aid kit. Take this to all games and practices when possible. You can designate a parent to do this if you'd like. (List of recommended items attached)
- Complete all paperwork-tournament applications, league applications, guest player rosters, permission to travel forms etc.
- Obtain your league schedule and notify parents that the schedule is available and where it is located on the internet.
- Update SCYSA team page with league game scores.
- Report red card ejections and suspensions to state commissioner
- Maintain a record of all league and tournament scores.
- Create a binder. It should include:
  1. Medical release for each player, signed and notarized with raised seal.
  2. Copy of birth certificate. Make sure it is the official one, not the hospital record.
  3. Copy of budget
  4. Copy of roster, you will get this from your registrar
  5. Copies of all tournament paperwork by event
  6. Travel details for each event: directions, hotel info, etc.
  7. Game schedule and league policies
  8. Contact info for all team members and coaches
  9. Blank medical releases, notification to travel and score report forms
  10. Player cards on ring

**NEVER GIVE AWAY THE NOTARIZED MEDICAL RELEASE FORMS!  
NEVER GIVE AWAY THE TEAM ROSTER WITH THE RED STAMP!**

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## ONGOING DUTIES

- Communicate field closures and/or practice changes
- Communicate player assignments each week for pool teams if applicable
- Communicate tournament, club day, and travel details
- Communicate team meetings as scheduled by coach
- Forward information from club level as requested.



## COMPLETING PLAYER CARDS

- Check the birth date on each card against the birth certificates in your binder.
- Check to be sure the name is spelled correctly.
- Make sure the player signs their name exactly as it appears on the front of the card (this should be their legal birth name.) No middle initials, nicknames or suffixes (Jr., II, etc)
- The player's signature must be in cursive.
- Attach a 1 X 1 inch picture where it says "Place photo here". NOTE: In the player's picture, they cannot have on sunglasses, hats or visors. (Protective eyewear is permitted in photos).
- Laminate each card and place a hole in the upper left corner of the front of the card (the side with all the player info, without the picture) Be careful not to puncture the state seal on the other side.
- Place all cards in alphabetical order by last name (coach's card in front) on a ring to be kept in your manager's binder.

## YOUR STATE ROSTER

- When you receive your official state roster, please look over it and verify the spellings of the names and check the birth dates against the birth certificates.
- DO NOT fold, laminate or write on your official roster. Please make sure to keep in a plastic sheet protector.
- Make several copies of your official roster to use for tournaments. If your team is an academy team, you will need a tournament roster from your registrar for each tournament.

## FIRST AID KIT

- Latex gloves
- Plastic Ziploc bags for ice
- Normal Saline Eye Wash (for contacts, eye injuries)
- Various types of tape (adhesive, micropore, Millipore)
- Ace bandages(6 in x ¼ in x ½ in x 2 in)
- Tape scissors
- Antibiotic cream
- Sunscreen
- Bug spray
- Coban wrap
- Bee sting/insect bite pain reliever swabs (ampule, crushable)
- Alcohol swabs
- Tylenol
- Benadryl capsules
- Maalox tabs
- Betadine scrub (small)
- Small packet of Kleenex or wash cloth
- Small packet of baby wipes
- Instant ice packs
- Hydrogen peroxide
- Band-aids (1 box assorted, 1 box knuckle/fingertip, 1 box large 2 x 2)
- Sterile Gauze (4 x 4, 2 x 2)

**DO NOT DISPENSE ANY MEDICATIONS WITHOUT PARENTAL PERMISSION!**



## TOURNAMENT INSTRUCTIONS

- **Tournament Website:** Go to hosting club's website and identify what documents they require (Application, medical release, team roster, special medical release, etc.).
- **Tournament Application:** If your team splits into groups for tournaments, you will need to complete a separate application for each group. Make copies of completed applications and checks before sending.
- **SCYSA travel forms:** Determine a Notification to Travel is required for this tournament. The SCYSA Travel Policy has complete instructions for how and when to use this form.
- **Permission to Host** to send with these forms. You can get the Permission to Host from the hosting club's website.
- Send COPIES OF ABOVE FORMS to the District Commissioner for your region, who can be found at [www.scysa.org](http://www.scysa.org)
- Medical Release: Most of the time our notarized individual Medical release forms will suffice. However, many clubs will have a specific Medical Release form for their tournament. Read the tournament instructions on their website. If the instructions are unclear about whose medical release to use, email them and ask.
- Always make COPIES of ALL forms.
- Make sure to go to [www.scysa.org](http://www.scysa.org) and look under the forms section. There is a section called travel information and forms. You will need to use these forms if you travel outside the state of SC for tournaments or games. Check with your club registrar if you need additional assistance with this process.

## TOURNAMENT CHECKLIST

- Take your binder, along with the following items to tournaments:
- Copies of Tournament Application
  - Original and copies of Notification to Travel form if going out of state.
  - Original and copies of Official State Roster
  - If you are dealing with an academy pool, take Tournament Roster for teams that split into groups.
  - Original and copy if the tournament has a special medical release form everyone has to sign. Otherwise just the medical release forms in your binder.
  - Guest player roster and copies if applicable.
  - Player cards.
  - Schedule, and group splits if applicable.
  - Hotel contract.
  - Tournament contact numbers.
  - Coaches travel expenses.
  - Maps to tournament and hotel, first aid kit, team checkbook.

