



**International  
Academy**  
Michigan

## Team Managers Roles and Responsibilities

Please review the following for minimum expectations and suggested practices for our team managers.

### **General Overview Roles & Responsibilities**

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1. Act on the coach's behalf, administratively, with the team parents. The coach and team manager should have excellent communication with each other throughout the season. Communication and unity between both coach and team manager is integral to the success of the team both on and off the field.
2. Maintain the team calendar on SportsEngine of games, practices, tournaments, club events.
3. Communicate regularly with the team about upcoming events. (Once a week is suggested to give an overview of the week.)
4. Create and keep a team folder/binder with all important team information and supplies. (See Fall/Spring Season for complete list of materials below)
5. Manage all game-related needs, such as bringing paperwork, passcards and ref fees, monitoring player RSVP/attendance, communicating field locations/maps/parking, warm-up time, and required uniform, and reporting match results.
6. Help foster team unity and player bonding, e.g., organize a team meal or activities. Delegate organizing the "social activities" to another team parent, if you prefer.

### **Manager Requirements**

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#### GotSport

1. New managers: Email the following information to Karen Parker ([parker.lfcmi@gmail.com](mailto:parker.lfcmi@gmail.com))
  - Full Name
  - Address
  - Phone Number
  - Preferred email address
  - Date of Birth
  - Color photo for passcard (headshot)
2. Once Karen enters your information into GotSport, you will need to create an account.
3. Once on GotSport, go to the Dashboard to complete any Risk Management requirements:
  - Heads Up Concussion
  - Safe Sport
  - Background Check
4. Once completed, download and print "Risk Management Card" (click on "Background Check" to access)

#### SportsForms

1. You will receive an invitation to create an account on SportsForm to access players Medical Release and Heads Up Concussion forms.

2. Create account and log-in. Select "Team" and scroll to bottom of page to "Please select..." Select "Concussion" and "Medical Release" (separately) and then click on "Download Player Docs" for each.
3. You will need to have access to these documents for tournaments and travel. You may keep them electronically (ie., Google Drive). It is suggested that you also keep a hard copy in your manager binder.

**\*\*You do not need to populate SportsForms "Team Documents" as it is only used to collect player information\*\***

### SportsEngine ([www.LFCInternationalAcademyMI.com](http://www.LFCInternationalAcademyMI.com))

1. Complete "Coaches & Managers Registration" on SportEngine  
[LFCInternationalAcademyMI.com/RegisterHere](http://LFCInternationalAcademyMI.com/RegisterHere)
2. Once Karen adds you to your team, you can add your training and game schedules (you will receive from coaches), send team communications, manage RSVPs for events
  - Two ways to use SportsEngine:
    - Computer Browser: Team Center - on Team Page, click on "EDIT MODE" in lower right, then "Manage Team"
    - Phone App: iOS and Android
  - Questions & Troubleshooting:
    - SportsEngine Help Center (<http://help.sportsengine.com>)

### **Administrator Responsibilities (Karen Parker)**

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- Provide Team Rosters & Passcards
- Add players (as determined by coach, eg., crossover player, practice player)
- Upload fall/spring game schedules to GotSport
- Provide referee checks, if applicable (made payable to manager to cash and bring to each game)
- Book hotel for coaches (hotel block information to be provided by manager)
- Register team for fall/spring leagues, tournaments, and indoor winter league

### **Fall/Spring Season Responsibilities**

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1. Go to your league website to familiarize yourself with rules and game day requirements (see below for direct links)
2. For every league game, you need to bring:
  - Coach's Risk Management Card (request from coach)
  - Manager's Risk Management Card
  - Player Passcards
  - 2 copies GotSport Match Card ([How to Print Match Card](#))
  - Referee Fees
    - Karen Parker will provide a check made out in your name in the fall and again in the spring to cash (ask bank for envelopes and sort cash for each game).

- MSDSL referees will be paid electronically by GoPay. Managers will report only if referee(s) do not show. Email Karen Parker ([parker.lfcmi@gmail.com](mailto:parker.lfcmi@gmail.com)) the following:
  - Team name and opponent
  - Game number
  - Date and time of game
  - Number of missing referees
- Guest Players
  - If you have guest players, bring passcard(s)
    - For MSDSL, DA, and MSPSP, you may write in their name, jersey number and ID# on the Match Card.
    - NLC guest player(s) must be added by Karen Parker before the Match Card is printed.
- Team folder/binder
  - Team roster (have coach sign and print multiple copies for file)
  - Coach's risk management card and concussion training certificate
  - Manager's risk management card and concussion training certificate
  - Players' medical releases and concussion forms
  - Game day provisions—Passcards, match cards, referee fees, and small first aid kit (club will reimburse supplies)
- 3. Before game (during warm-up)
  - Present passcards, match cards, and referee fees to the referee.
  - Note: If referee(s) fail to show up for the game, the referee(s) present do not receive the full amount of pay. For example, if only 2 of 3 referees show, they receive their allotted pay, but not the pay for the third (missing) referee.
- 4. After the game
  - Match card needs to be signed by the coach or manager.
  - Note: Take a photo with smartphone or keep a copy for yourself as a record of the match until game is recorded accurately by the league
- 5. If the referee collects passcards prior to the game, don't forget to get them back
- 6. Record match results
  - Refer to instructions on league website for who is responsible for recording
  - [How to Enter/Upload a Score](#)

Please add the following contact to your phone if you have any problems with referees not showing for home games:

Referee Assignor, Erich Shrewsbury - (248) 467-7846

## Winter Session Responsibilities

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- Depending on location of games, manager (or coach) may need to provide the team's roster.
- No match cards or referee payments for winter session games.

## Tournament Responsibilities

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1. You should receive an email confirming acceptance to the tournament after registration is completed (registration is done by Karen).
2. If tournament is not local, secure hotel block as soon as accepted to ensure best selection of hotel for number of rooms, pricing, and proximity to fields.
  - Most tournaments will require teams to use their hotel booking service, e.g., Traveling Teams. If you don't like the hotel(s) assigned by service, request a change. They are usually willing to work with you if there is inventory available.
  - Share information and booking deadlines with parents.
  - Contact Karen Parker with hotel information to book and pay for your coach's room.
3. Confirm players' attendance at tournament and inform the coach if players will not be attending. He/she may want to invite guest players.
4. Go to tournament website for instructions on checking in the team. Gather and complete any forms (some may require parent signatures), paperwork, passcards needed for team check-in (most check ins are now done via upload or email around one week before tournament, not in person on the first day of the event).
5. If necessary, complete forms for Guest Player/Player Loan and/or Permission to Travel at <https://htgsports.net/tournamentcenter.aspx> to include with your team check-in paperwork. If there is information required for the forms that you do not know, please reach out to your site administrator.
6. Organize a team meal or activity during the weekend (or delegate to another team parent to organize).

## Important Links

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- NAL Boys (Central)  
<https://www.nationalacademyleague.com/schedules.html>
- Elite 64 Regional League (formerly National League Club v Club)  
<https://www.usynationalleague.com/elite-64-regional-league/>
- US Club Soccer  
<https://usclubsoccer.org/>
- ECNL Girls (Central)  
<https://www.ecnlgirls.com/competition/schedule/>
- ECNL-RL Boys (Ann Arbor)  
<https://www.ecnlboys.com/rl-schedules/>

- EA League (North Oakland)  
<https://eliteacademyleague.com/mid-america/>
- Michigan State Youth Soccer Association (MSYSA)  
<http://www.michiganyouthsoccer.org/>
- Michigan State Premier Soccer Program (MSPSP)  
<https://mspsp.org/>
- USYS National League  
<https://www.usyouthsoccer.org/national-league/>
- MSYSA Director's Academy (DA)  
[https://www.michiganyouthsoccer.org/Content/Programs/Director\\_s\\_Academy.htm](https://www.michiganyouthsoccer.org/Content/Programs/Director_s_Academy.htm)
- Michigan State Developmental Soccer League (MSDSL)  
<http://msdsl.demosphere.com/>
- Boys State Cup  
[https://www.michiganyouthsoccer.org/Events/Boys\\_State\\_Cup.htm](https://www.michiganyouthsoccer.org/Events/Boys_State_Cup.htm)
- Girls State Cup  
[https://www.michiganyouthsoccer.org/Events/Girls\\_State\\_Cup.htm](https://www.michiganyouthsoccer.org/Events/Girls_State_Cup.htm)
- Junior State Cup  
[https://www.michiganyouthsoccer.org/Events/Junior\\_State\\_Cup.htm](https://www.michiganyouthsoccer.org/Events/Junior_State_Cup.htm)
- Michigan Youth Soccer League (MYSL)  
<http://michigansoccer.com/>
- Western Suburban Soccer League (WSSL)  
<https://wsslsoccer.org/>
- US Youth Soccer (USYS)  
<http://www.usyouthsoccer.org/>
- GotSport  
<https://home.gotsoccer.com/>
- SportsForms (admin portal)  
<https://sportsforms.net/sportsforms-pages/projects/club-admin-liverpool-ia-2023/login.php>