



# Fort Saskatchewan Soccer

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## Duties of the Team Manager Director

The duties of the Manager Coordinator are:

- Coordinate manager recruitment.
- Responsible to ensure every manager has an up-to-date Criminal Record Check (CRC) on file with Fort Saskatchewan Minor Sports Association Office.
- Review and update as necessary the Team Manager Duties document
- Provide and review the Team Managers Duties document to each team manager and answer questions
- Attend pre-season coaches meeting to provide guidance to the managers and go over any pertinent league requirements.
- Responsible to keep managers up-to-date on the paperwork required by the league. Such as game sheets, submitting scores, etc.
- Support the managers throughout the season and respond to any queries from managers regarding league and game rules, etc.
- Set up Team Snap for each team at the beginning of the season and ensure each manager is completing the setup for their team