**Manager Responsibilities**

*Thank you for volunteering to help with your child’s team*

**Here is a list of the duties that need to be done by the end of the first week of soccer practice**. Once completed, please update the coach’s binder (if needed) so he/she can have all the information.

1. Collect and hand out jerseys to the players. Try your best to fit them properly. Jerseys are **NOT** to be returned at the end of the season.
2. Please confirm the following information is **correct**:
	1. **Email address** – for contact purpose
	2. **Emergency contact** – in case of injury
	3. **Medical information/alerts**.

If there are any parent concerns, complaints, etc. please direct them to **Whitecaps Coaches** if it has to do with coaching. Or, they can email info@kootenayeastsoccer.com for any other concerns. It is not your responsibility to deal with anything negative.

*Thank you!*

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| **Additional Responsibilities:*** Come to the coach/manager meetings.
* Help coaches know who they are playing against (once out of phase 1 soccer) each day and what field. **\*\*\*Very important\*\*\***
* Keep parents informed by email about soccer updates. **The Board** will email all participants if soccer is cancelled due to rain. The World Cup Tournament information will be emailed to managers only – it is the managers responsibility to inform parents (if out of phase 1 soccer).
* Organize your team for picture day (date TBD) There will be no re-takes and it will be rescheduled if rain is in the forecast.
* Pick up your medals, snacks and pictures for your team at the end of the season.
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