



Winnipeg Phoenix Football Club

POLICIES AND PROCEDURES

TEAM MANAGEMENT

POLICY STATEMENT

Duties of Managers

Policy

WPFC Premier and Development-League Team Managers shall support and be directly responsible to the Team Coach who shall be responsible for delegating specific duties.

Rules & Guidelines

In general, team managers should assume responsibility for most of the off field organisational and administrative tasks, providing support to the Team Coach and allowing the coach to concentrate on technical instruction and player development.

Team Managers are expected to:

- 1) Be responsive to directives of Board and operate the teams within established policy, guidelines and regulations.
- 2) Ensure financial requirements of the Club are fulfilled team accounts are set up and recorded.
- 3) Assist the Team Coach in monitoring off field conduct by team members and team followers, to ensure that the team's role as a community and Club ambassador is maintained.
- 4) Establish, maintain and enhance communication with any team sponsor.
- 5) Establish, maintain and enhance communication with other Club team managers at the appropriate level. Attend Club manager committee meetings.
- 6) Establish, maintain and enhance communication with League Directors, representatives and participants.
- 7) Special Tasks:

While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach delegate:

- 1) CSA, MSA registration cards or Team Sheets
 - 2) gathering of relevant player medical history data, and establishment of a medical treatment permission waiver
 - 3) obtaining of travel permits
 - 4) monitor, edit and approve all team submissions to the Year Book (where established for the Division)
 - 5) organisation of parent meetings
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- 6) participate in formulation of team objectives and rules under the guidance of Club programming and objectives
 - 7) preparation of team budget
 - 8) supervise and monitor collection of money and fund raising
 - 9) Present financial statements to parents and Club in accordance with Policy.
 - 10) maintain team financial accounts
 - 11) arrange team transportation, accommodation and subsistence
 - 12) arrange for additional practice fields
 - 13) arrange for cancelled fields to be used by another team
 - 14) confirm officials for home games (League or Exhibition)
 - 15) confirm scheduled away games
 - 16) act as co-ordinator for MSA Cup provincial competition (Premier only)
 - 17) organise and manage parents or parent committees as may be required from time to time, e.g.
 - a) team treasurer
 - b) fund raising committee
 - c) year book committee
 - d) equipment manager
 - e) Statisticians, etc.

APPROVED BY:

PHOENIX SOCCER Inc. Board

DATE OF APPROVAL

AUGUST 7, 2023