



# Winnipeg Phoenix Football Club

## POLICIES AND PROCEDURES

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### 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. Communicate with the parents. The team manager should act as a conduit in communications between the club, technical staff, coaches and the parents.
2. Be responsive to directives of the Board and operate the teams within established policy, guidelines and regulations.
3. Ensure financial requirements of the Club are fulfilled, team accounts are set up and recorded.
4. Assist the Team Coach in monitoring off field conduct of team members and team followers, to ensure that the team's role as a community and Club ambassador is maintained.
5. Establish, maintain and enhance communication with any team sponsor.
6. Establish, maintain and enhance communication with other Club team managers at the appropriate level. Attend Club manager committee meetings.
7. Establish, maintain and enhance communication with League Directors, representatives and participants.
8. 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 may delegate:

- a. Holding and bringing to all games the CSA, MSA registration cards
- b. Filling in Team Sheets before or at games
- c. Gathering relevant player medical history data while maintaining player privacy. Medical forms must be kept in club provided sealed envelopes and be available at all games and practices in case of emergency. Relevant medical information including specific health concerns and emergency contacts should be noted for quick reference.
- d. Obtaining travel permits



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- e. Under the direction of the WPFC Social Media Coordinator), monitor, edit and approve all team submissions to team related social media accounts. All social media posts must be tagged with the WPFC account. Note: this may be delegated to a team parent/adult. .
- f. Organizing parent meetings
- g. Participating in formulation of team objectives and rules under the guidance of Club programming and objectives
- h. Preparing the team budget
- i. Supervising and monitoring collection of money, financial accounts, and fund raising
- j. Presenting financial statements to parents and Club in accordance with Policy
- k. Arranging team transportation, accommodation and subsistence as required
- l. Arranging for additional practice fields – Through communication with the the Technical Director
- m. Arranging for cancelled fields to be used by another team – Through comm with the TD
- n. Acting as coordinator for MSA Cup provincial competition (Premier only)
- o. Organizing and managing parents or parent committees as may be required from time to time, e.g.
  - i. team treasurer
  - ii. fund raising committee
  - iii. social media coordinator
  - iv. equipment manager
  - v. statisticians, etc.

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APPROVED BY:

PHOENIX SOCCER Inc Board

DATE OF APPROVAL

FEBURARY 12, 2026

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