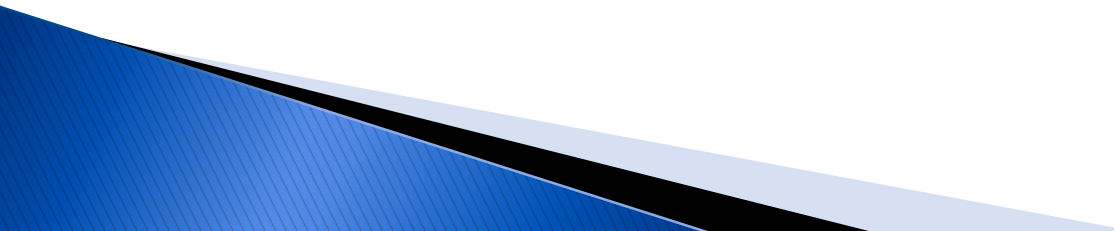


NB Ajax Team Manager Handbook

2021–2022

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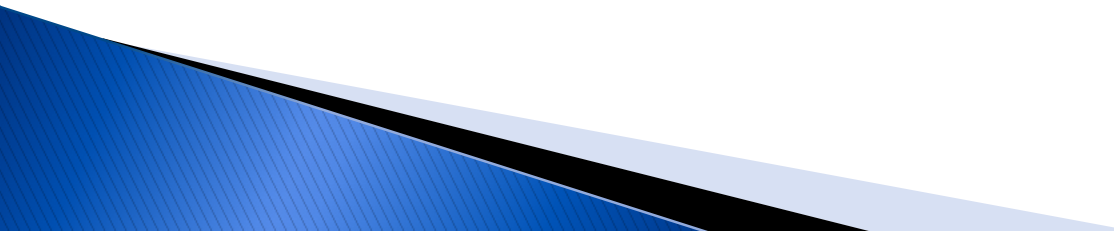
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Introduction

As a Team Manager (TM) for NB Ajax, you are one of the most important positions to help keep the club, your team, and your players running smoothly. This packet should give you an overview of the duties and expectations of the position.

- ▶ As Business Manager, I am available to you for questions, concerns, or ideas. My contact info for is:
- ▶ nbajax@live.com
- ▶ 512-8878-8188

Overall Duties

- ▶ Lead communicator for your team (club to parents, coach to parents, parents to coach, etc)
 - ▶ Maintain team documents (medical releases, player cards – virtual/laminated)
 - ▶ Closely work with team coach on games, tourneys, practices, camps, etc.
 - ▶ Maintain access to the team's GotSport account; keeping the profile updated
 - ▶ Communicate with team through AJAX APP
- 

Communication

Communication between the club, parents, coaches and players is key to Ajax's success. TM's provide a valuable link to the teams by passing along information from the club and coaches to the parents and players. This may be done via email, text, or phone calls.

- ▶ All information should be passed along in a timely fashion
- ▶ TM should maintain an up-to-date contact list of player/parent emails and phone numbers; contact info should be updated in GotSport and AJAX APP as needed (*How do I do that? Reference GotSport or AJAX APP part of this handbook*)
- ▶ All communication about team activities (games, tournaments, etc.) should include, at minimum, the coach and Jen Raley, Business Manager. This is to keep the club in the loop with each team. Director's will step into situations as needed.

Communication, con't

- ▶ All communication needs to be professional. TM's should consider themselves a representative of the club at all times, keeping in mind the reputation of Ajax. Angry or disrespectful emails to parents, players, soccer officials, league officials, etc. are not acceptable.
- ▶ Social Media is to be used in the same professional manner keeping in mind that you represent Ajax at all times. Your team looks to you as a leader on the team and your actions on Social media, especially when it comes to soccer items/posts and can impact your team negatively. The Ajax Directors are not able to monitor your personal social media accounts and what you post, however, please keep in mind that other team parents and/or players may see what you post, as well as those in your "friends" list. Negative, improper, and/or problematic posts maybe addressed by the Directors if deemed necessary.
- ▶ Any time you are unsure of a situation, please ask your coach, DOC or me to help first before addressing the situation on your own.

GotSoccer

- ▶ Use your Team log in to access events and schedules for your team

Member Account Login

Don't want to create a GotSoccer [Universal Account](#)? Login directly to your existing member a

Organizations
Directors, Registrars, States & Assignors
[Login](#)

College Coaches
Search player profiles & events.
[Login](#)

Teams & Team Officials
View and print rosters, schedules, game card, and submit risk management reports.
[Login](#)

Referees & Assignors

Players & Families

Member Account Login

Team Account

Username:
Password:
[Team Account Lookup](#)
[Login](#)
New to GotSoccer?
[Create Your Account](#)

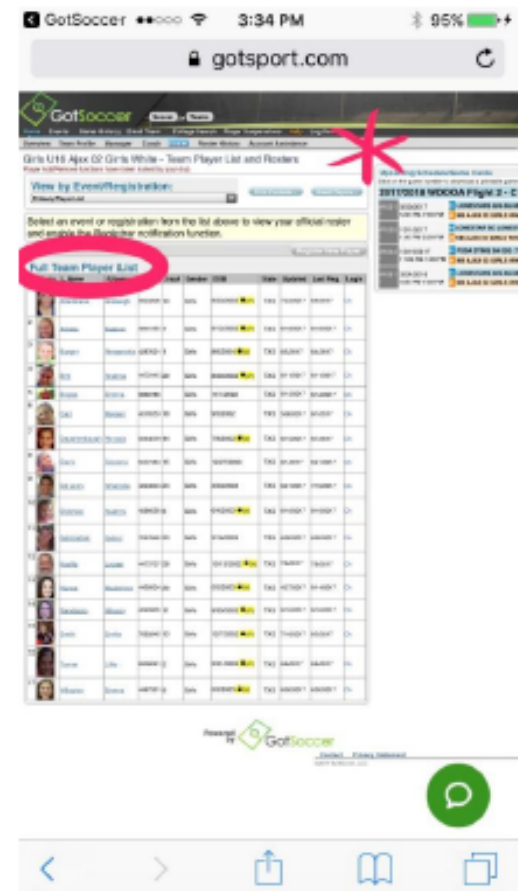
Individual Coach

Username:
Password:
[Coach Account Lookup](#)
[Login](#)

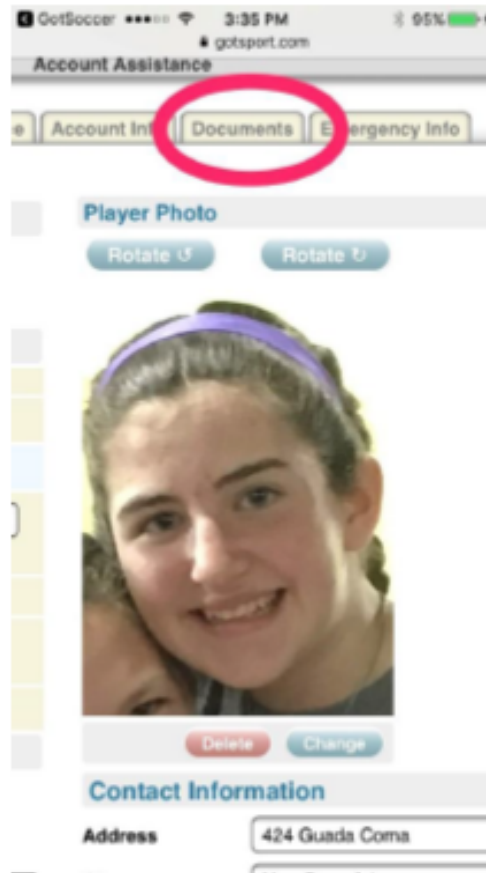
Individual Manager

Username:
Password:
[Manager Account Lookup](#)
[Login](#)

GotSoccer Con't

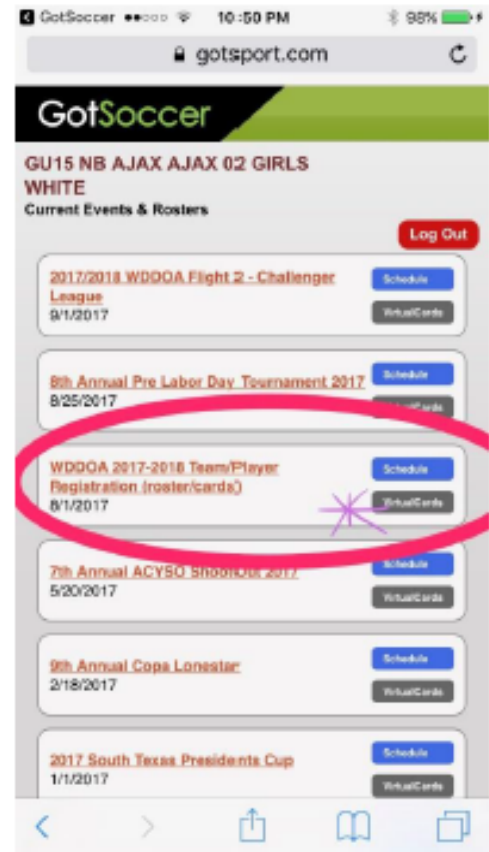
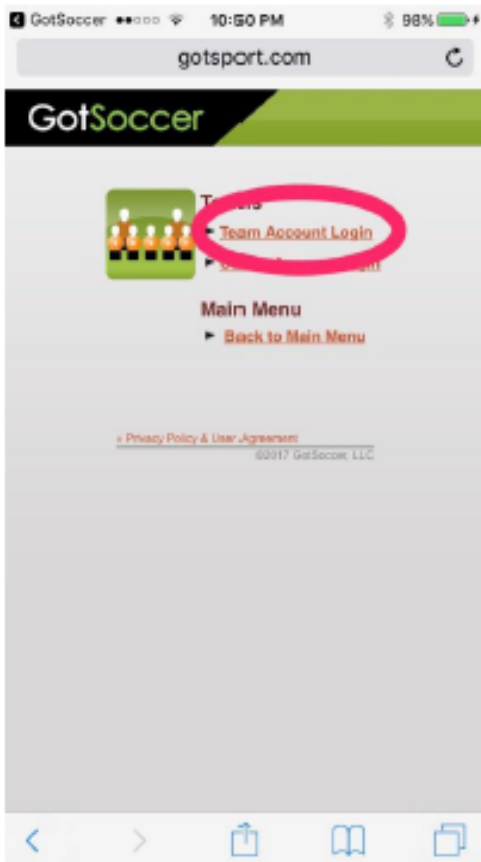
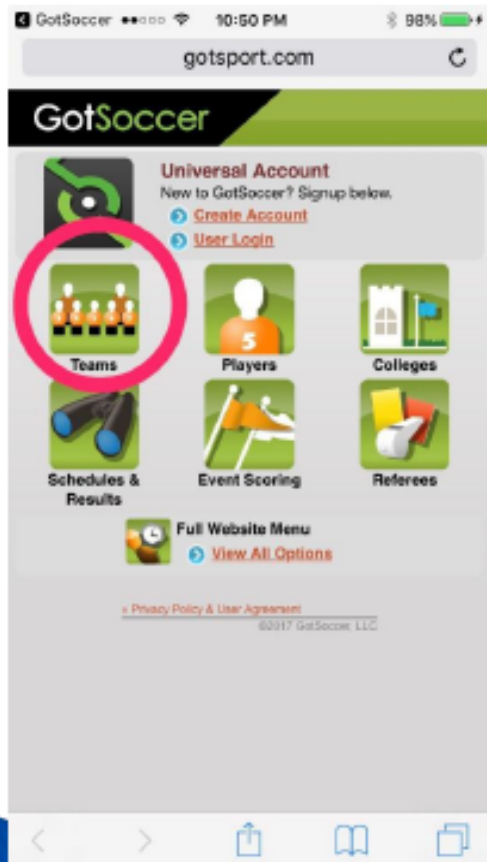


GotSoccer Con't



GotSoccer App

- ▶ GotSoccer app for schedules and virtual cards



Tournaments

- ▶ Take the lead in discussing tourneys with your coach
- ▶ Ajax will set up a link for the players to register to attend the tourney
- ▶ Ajax will collect tourney fees/coaches travel costs
 - 1) Tax Deductible donations, can go through the club; plan ahead
 - 2) If two teams are going to a tourney and are sharing a coach, the teams will split the travel costs
 - 3) If your coach needs another coach to help with games, Ajax will include the second coach in the travel costs paid by the players
 - 4) Coaches will be paid for travel even if team parents choose not to stay at a tourney

AJAX App

- ▶ This should be your PRIMARY form of communication at all times
- 1) Emails: go to the email boxes for all email addresses listed on a player profile (if the email is set up to receive emails). Replies are emails and do go to the whole group
- 2) Team Chat: Instant messages

AJAX App

- ▶ Rosters and contact information
 - 1) Emails, phones numbers are available for all players
 - 2) Players who are dual rostered (older teams) are listed on multiple rosters/teams for ease of communication/schedules [these players are notated with a number at the end of their name]
 - 3) Players will show up on tourney rosters after they register and pay

AJAX App

- ▶ RSVP

- 1) Using this feature allows the player or the team manager/coach to track attendance to games / practices

Tourney Payments

- ▶ Only through the AJAX App
- 1) Fees for out-of-town tournaments will include travel costs for coaches
- 2) Fees for tournaments will be rounded up to nearest \$5
- 3) Players who register, but pull out the week of the tournament, will still have to pay if the \$\$ that has already been divided up between the players.
- 4) TMs should not accept any payments; please direct the parents to the AJAX App for registration