

## **Varsity Team Manager Notes**

Foremost for this job is to maintain open communication with the President and booster board. The concession leadership, spiritwear chair, and chairs of other committees should talk with the manager and make the manager aware of any concerns or problems. The Varsity manager should also talk regularly with the JV manager regarding JV issues. The Varsity and JV managers work together to organize parental support. The manager works to make the season flow smoothly and to help organize the work effort in support of the season.

Much of the manager's work effort takes place just before and early season. The busiest time is typically from late February to early April. Hopefully there will be less to do in the second half of the season as all the committees are functioning well. Prior to Coach Fuehr's arrival, the manager had the responsibility of communicating regularly with parents and players regarding weekly scheduling and scheduling changes. Coach Fuehr has assumed this responsibility and does a good job with this communication.

The Varsity manager visits the last tryout day and gives out two handouts to the players who make the team. These contain information about fees needed for socks, away game meals, and a warmup shirt. One communicates to parents when the parent meeting is and player information such as meal information, shirt size, etc is requested. The manager works to collect these fees, and possibly a trainer fee, and gives the moneys to the treasurer.

The manager talks to parents the night of the parent's meeting, covering committee signup needs, collecting parent information, team dinner availabilities, etc. Signup sheets, separate ones for JV and Varsity, are prepared for the meeting so that signups can take place after the speaking is over. The manager facilitates initial signups at the meeting and then works to fill leadership roles for the various committees as well as general committee membership. The JV manager and Varsity manager can jointly review the initial signups and then work together to fill in committee needs.

Shortly after the parent night meeting, the manager will send out a completed Varsity and JV family information file to each family on JV and

Varsity. These files will contain addresses, phone numbers, email addresses, etc to aid in communication over the season. The manager will also send out the filled in job lists for each team and a combined list is also needed as some committees such as banquet committee or carwash committee are one JOINT committee across the two teams. The team dinner list also is sent out to parents. The JV manager works together with the Varsity manager to make all this happen.

Once this initial busywork is complete, the manager remains visible at games, makes any update announcements or communications as needed, and talks regularly to all the parent volunteers, committee chairs and the President to keep the soccer volunteer machine well greased and oiled to function efficiently!!