



Lakers Team Manager Application 2017-2018

Application Process for the Team Manager Position

Application Deadline: June 21, 2017

Things to keep in mind:

- All teams at every age are trainer-coached by Future Pros trainers.
- We will not be accepting applications or requesting parent-coaches for the 2017-2018 season.
- The Lakers will need the support of parent-volunteers to fill the role of Team Manager for every team this season.
- Team Managers will need to be present at all games and practices and follow the leadership of the Future Pros trainers.
 - If a team manager cannot make it to a game or practice they will need to delegate their duties to another parent on the team.

The Glen Ellyn Lakers FC and the Glen Ellyn Park District take an active role in overseeing the training, selection, and evaluation of our volunteers. The Lakers teams could not effectively operate without the support of our Team Managers. Thank you in advance for your willingness to dedicate your time and energy to our teams!

Please note: Not all applicants will be approved for the Team Manager position. Approval is contingent upon the completion of training and a clear background screen.

Mandatory Team Manager Meeting:

August 8, 2017 6:30PM
Spring Ave. Recreation Center
185 Spring Ave.
Glen Ellyn, IL 60137

It is required for all Team Managers to be in attendance to fully understand their role and responsibilities. Please contact Brad Thomas at bthomas@gepark.org with questions.

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Team Manager Expectations:

Team Managers play an integral role in team communications and operations. As a team manager, it is expected to be a model for the Parent Code of Conduct. It is the manager's job to communicate between the trainer, players, parents and the Glen Ellyn Lakers Board. The managers are expected to assist the trainer in the administrative duties required by each team. Each team manager must have great communication skills, patience and a willingness to work with others.

Duties Include:

1. Provide a team roster with names, addresses, phone numbers, emails, and parent's names to all players via email.
2. Create a calling tree and e-mail list for team communications.
3. Update team information on TeamSnap application.
4. Speak with trainer at first practice to determine communication preferences and to coordinate schedules for the season.
5. Complete administrative duties for tournaments by collecting and submitting any paperwork for tournaments. This should be done in a timely manner and before deadlines.
6. Attend any league scheduling and seeding meetings as necessary.
7. Confirm all home games with Lakers Field Coordinator by following correct protocols with Appointment Plus scheduling system or proper email communication.
8. If required, reschedule games with opponent's manager/coach and confirm that the time is suitable for both teams.
9. Collect and have available Liability/Medical Release Forms.
10. Provide weather hotline phone number 630.984.5075 and phone application (RainoutLine.com).
11. Provide printed practice and game schedules, and distribute any other communications as necessary during the season as you receive them from the trainer.
12. Distribute all important correspondence from the club to the other members of the team.
13. Coordinate hotel and travel arrangements for tournaments and games, if necessary.
14. Act as a conduit between the team, parents, trainer, and Glen Ellyn Lakers Board.
15. Assist the team trainers in any way needed to ensure the smooth operation of your team and an enjoyable soccer experience for the players and parents.

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Game Responsibilities:

- . Contact the home/visiting team 2 days prior to the scheduled match. Verify that they can attend game, uniform color, field location, and time. Be sure to also verify directions. Be aware of weather conditions and rainout protocol.
- . Arrive at least 45 minutes prior to kickoff with printed rosters and player passes, including guest players. For home games, be sure that corner flags are set up for game.

Important Contact Info for Team Manager

Brianne Henrichs, Recreation Supervisor/Co-Chairman Lakers Board

Phone: 630-942-7288 Email: **bthomas@gepark.org**

Bryan Powell, Co-Chairman Lakers Board

Email: **Bryan.Powell@capitalone.com**

Patty Wagner, Fields Coordinator

Email: **wagnerpe@sbcglobal.net**

Angeline Impelido, Referee Assignor

Phone: 630-290-3671 Email: **Angeline.impelido@gmail.com**

Ruben Stivan, Future Pros Director of Coaching

Phone: 708-408-8005 Email: **rubenstivan@yahoo.com**

Other Helpful Suggestions

- Make yourself available for questions from the rest of the team. Communicate your preferred method of communication for quickest response whether that is email, phone, text, etc
- Familiarize yourself with all of the important websites you will need access to during the course of the season
 - www.gelakers.com
 - www.iwsl.com (Girls Only)
 - www.yssl.org (Boys Only)
 - www.gotsoccer.com
 - www.illinoisyouthsoccer.org
- Solicit volunteer help from other parents on the team to help with your duties

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Name:

Home Phone:

Street Address:

Work Phone:

City, State, Zip:

Cell Phone:

Email:

Team (please note if it is Girls or Boys):

PLEASE COMPLETE IN ITS ENTIRETY

Insert additional pages, if necessary. Please email the completed forms to:
bthomas@gepark.org.

1. What past experiences do you have with youth sports?
2. What kind of experience do you have with the game of soccer (playing experience, referee certifications, knowledge of the game, etc.)
3. In your own words how would you define what Team Manager means?
4. Why do you think you will be a good fit as Team Manager for this team?
5. After reviewing the mission at www.gelakers.com, what is something that you can bring to the team and parents that is in line with the Lakers Philosophy?

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Statement of Understanding:

I understand that if I am selected as a Lakers Team Manager, I will be expected to:

- Become familiar with and comply with my team's league rules, the Parent Code of Conduct, and bylaws. These can be found on the respective league website:
IWSL - <http://www.iwsl.com/>
YSSL - <http://www.yssl.org>
Lakers- www.gelakers.com
- Be familiar with the mission, objectives, and philosophies of the GELFC program. Strive to achieve the stated objectives and will communicate the objectives and philosophies to the players and their parents. The mission statement can be found on the Lakers website at <http://gelakers.org/>.
- Ensure the safety, development, and well-being of all players.
- Attend required meetings or trainings for the upcoming season and the duration of the season.
- Attend all training sessions and games.
- Assist the division coordinators and the Park District to register players on registration night.
- Ensure that all players have proper uniforms.
- Prohibit a player from participating in games or training if it is discovered that a player has not paid the required fees and completed the appropriate registration and waiver forms.

Signature

Date
