

# Magic Soccer

## Kindergarten Manager Information

Managers play a vital role in the success of a soccer team. Below are outlined some of the jobs which help the season run smoothly making the game enjoyable for all.

1. After you receive the roster from the Administrator, email the team and welcome them. Upload/enter roster into TeamSnap, the Club and team communication site.
2. Enter practices and games into TeamSnap.
3. Distribute schedules and other pertinent information from the Club as requested via TeamSnap or email.
4. At the start of the season, The Administrator will send you the team contact list with medical information. Make sure you have emergency contact information at each practice and game you attend. DO NOT distribute the Contact List, as it contains medical information.
5. Kinde uniforms are included in the registration fee. Help distribute the uniforms to the players before the first game.
6. Remind players, coaches and parents of the code of conduct for. Misbehavior, rude words and interfering with coaching or referee at game has no place in the league. Consequences may include verbal warning, suspension, or permanently expelled. This includes players, team staff, and spectators.
7. Optional—but fun especially at the younger ages: Set Snack Schedule, organize end of year or season party.
8. In late-May, inform parents of online registration for the next year and confirm their intentions on your roster by early June. Email the final roster to [magicsocceradm@gmail.com](mailto:magicsocceradm@gmail.com) so we make sure to place all returning players on their correct teams. Remind parents of the registration deadline (Administrator will send that date) to ensure their child's placement on your team. \*Seasons run fall/spring to coincide with the school year. If a family registers in summer or early fall for soccer, it is for the entire season (school year).

Please remember to contact the administrator or coaching director with any questions you may have!

Thank you again for volunteering!!

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