

# Gaylord Soccer League

## Team Manager

A Team Manager (TM) shall be selected by the coach. The TM must not be a spouse, significant other, or relative of the Coach. The name of the team manager must be given to the Club Registrar.

### **The TM must:**

- Handle all team funds including bank accounts
- Keep a clear record of all team payables and receivables
- Have those records available at any time for review by the GSC or appointed accounting firm
- Collect money from parents for tournaments
- Have a good line of communication with the coach
- Be the primary contact for team information, i.e. practice schedules
- If at the coaches request, create a season schedule and make sure that all team members are advised of any changes
- If at the coaches request, pre-register the team at tournaments and handle score card responsibilities
- Over see any fund raising events
- Report any concerns of inappropriate handling of funds to the league

Note: At the conclusion of the year any funds remaining in the team account are to be distributed evenly among the remaining parents who are in good standing.

***Devoted to the development of players, coaches,  
and fans of the game of soccer.***