



## Illinois Fire Juniors Team Manager Responsibilities

### Ongoing Tasks

- Be the communication vehicle between student athlete's parents & the club/DOC Staff.
- Be a third party for discussions/questions between parents & the staff coach.
- Be a liaison between the team parents and the Club Administrator.
- Work with Uniform Coordinator for uniform needs within your team.
- Work with IFJ Finance to pass along payment due dates and information.

### Prior to Match Day Tasks

- Register team at the tournament site. (DOC Staff will register teams online).
- Arrange hotel accommodations for team during overnight tournaments.
  - Team parents are responsible for booking & paying for their rooms.
- Contact each team prior to home games to make sure each team has the correct game times, location, and field numbers.

### Match Day Tasks

- Carry the referee payment money throughout the season for all league games.
- Disburse payments to the referees prior to each league game starting.
- Bring player cards; make sure they are returned to you after the game
- Complete the game report (located at [wwcw.ciysl.com](http://wwcw.ciysl.com)) following each league game and email to CIYSL.
- Report to [admin@illinoisfusion.com](mailto:admin@illinoisfusion.com) within 24 hours of the following:
  - # of referee's
  - Score of games
  - Who scored how many goals each game
  - Anything else of importance we should know (i.e.; late refs, unmowed fields, lack of lines, goals not secured other issues at game, etc.)
  - Act as site coordinator for age group during home games (corner flags, severe injury, severe weather)

***For additional volunteer opportunities within the club, please contact:  
[volunteer@illinoisfirejuniors.com](mailto:volunteer@illinoisfirejuniors.com)***