



Managers

Booklet

The Team Managers Role

Team managers play a critical role in setting the stage for sportsmanlike play and behavior before, during, and after a game. Managers are responsible for ensuring that all team members know and understand the rules, and are the first and most important level of control.



Arriving at the game well organized leaves you as a manager free to prepare for a better game by using that time to communicate with the other team manager, the referee, and your team.



Pre Season

Players

If you need additional players, ask your players for recommendations, call or email your co-ed representatives for assistance, as there may be players looking to join teams available, call the OASA office, call the men's league, and check bulletin boards at the indoor centers for players looking for teams.

Prepare a list of 12 men and 12 women players, some regular and some for expected absences such as vacations. Update the list throughout the season.

Make a list of at least 10 additional players willing to substitute on short notice. Ask your team to reference the list to call a substitute if they can't make a game, and call you with the results.

Rosters

Complete the game roster in advance. Make a copy of the roster for each game, and copies for your assistant manager. At each game, cross off the no shows and check off players as they show up.

Practice Games

Have one or two practice games before the season to get the team to play better together, collect team fees, make sure everyone has a current, up to date player card, make sure every player knows to bring their player card to every game, weed out uncommitted players, and try out potential new players.

Make sure your team knows the location of the fields your games are on. Give maps or directions to your players along with the game schedule and a number where you can be contacted for directions if they get lost. Make sure you know which fields you are expecting to play on, try to clarify if there is any confusion about park or field names.

Co-ed Rules

Talk with your team to clarify co-ed rules about: free kicks; two goal limit; slide tackling; intimidation; and dangerous play. Print up multiple copies of the Portland Co-ed Soccer Rules, to take to games, and provide to any team members who want or need them.

Team Fees

Collect a little more per person than covers the team fees. Use any extra for an end of the year team party.

Equipment and Uniforms

If your team doesn't have nets of flags, buy some, rent some from Portland Co-ed, or borrow them from the "away team". The "away team" could bring the nets, and your team puts up and takes down.

Ask one of your players to bring the nets, flags and cones to home games to leave you free for manager communications before the game.

Have players bring two shirts to each game: one shirt in the primary team color, and one shirt in the alternate color (one light color shirt and one dark color shirt). Numbered jerseys are optional.

Game Day at the Field

Clarify Co-ed Rules

Talk with the referee and the other team manager before each game to clarify rules of play, specifically co-ed rules about: free kicks; two goal limits; slide tackling; intimidation; and dangerous play. Bring a copy of the Portland Co-ed Rules with you to the game. If the referee seems unfamiliar with co-ed rules, provide a copy. Collect your players' cards and rubber band them to the roster. Give them to the referee.



Field Check & Set up

Have team members walk the field to look for glass, bottle caps, sprinklers, holes, and check the lines. Set out cones if lines are not clearly visible.

Have team members set up the nets and flags, so you are free to talk with the Referee, and opposing team manager, and organize your team regarding Lineups, late players, etc.

Mixing it up

If your team or the other team shows up for the game with more than eighteen players and your team or the other team is short players, talk to the other team manager. Share/borrow enough players to field

two full teams. Let the referee know what you are doing. Play the game as a “friendly”.

During the Game

Manager communication is the first and most important level of control. If the game doesn't seem to be flowing smoothly, talk with the other team manager at half time, and then talk with the referee. Let your team know the results.

The team manager is responsible to encourage players and fans to show sportsmanlike behavior before, during and immediately after a game. If you see a problem, take steps you are comfortable with to address the problem, and notify Portland Co-ed Personnel regarding it.

After the Game

Please report the final game score via email.

Please email, and call to let us know if any of the following occurs during your game. Contact information is on your schedule. Reporting the scores help Portland Co-ed track how your season is going, and if any changes need to be made.

- If the score differential is more than five goals.
- If there was an injury during the game.
- If a red card was given during the game, we will want to hear your impression of the game.
- If the other team did not show, or showed up and forfeited.
- If the referee did not show up.
- If there is any incident or situation that you feel needs to be addressed regarding the field, players, spectators, referee, or any thing unusual



For the Good of the Game

* Sportsmanship * Fun * Camaraderie * Competition * Health * Fresh Air * Friends * Celebration *
Teamwork *