



## Team Manager Code of Conduct

The team manager serves as the liaison between the team coach, players, parents and Colorado International Soccer Academy (CISA). In addition, the team manager is expected to perform the following duties or delegate some of the duties to another parent on the team:

- Direct all questions concerning player selection, player positions and playing time to the coach
- Allow the coach to make all the coaching decisions
- Abstain from making promises to players or parents for which you have no authority
- Communicate information from the CISA organization to team parents and players
- Keep the team organized and running smoothly by communicating practice information and game schedules
- Keep the “pulse” on the team and parents by listening and passing on concerns to the coach
- Maintain all records and information relevant to game play including but not limited to: player passes, medial release forms and Player Commitment Letters
- Work with the CISA organization to register new team players
- Work with the CISA organization to reschedule games when needed
- Work with the team treasurer to ensure players have paid all fees as required
- Manage tournament registration, including team check-in, lodging and travel (a different team parent may serve as tournament chairperson to oversee these tasks)
- Report home game scores promptly to the Colorado Soccer Association
- Attend club manager meetings
- Listen to concerns from parents or players
- Keep information private that’s shared in confidence. Information should only be shared with the coach or team treasurer (when necessary) or a CISA club representative/board member—not with other parents or players.
- Encourage parents to become active participants in CISA by asking them to help out
- Know the policies of CISA, including bylaws and Policy and Procedure Manual (these documents are available on the CISA website)

These policies, rules and procedures are established, reviewed and published at intervals by the CISA Board of Directors and may be revised at any time. Unless otherwise specified, these rules are effective July 1, 2015.



- When possible, handle confrontations one-on-one, not in a public setting
- Be consistent and fair in dealings with parents and players

**Team Parent Meeting:**

Team managers should work with the coach to coordinate a meeting with players and parents at the start of the season. The purpose of this meeting is to allow players and parents to learn more about:

- The CISA organization, including objectives and goals
- The coach's soccer experience and background
- The coach's coaching philosophy, methods and expectations for players and the team
- The family's financial obligations and commitments including registration fees, coaching fees, tournament fees and team expenses
- Practice schedules
- Team goals and rules
- Program policies including signed Player Commitment Letter and CISA Policy and Procedure Manual
- Program requirements including registration forms, birth certificates, photos, medical release forms and signed Player Commitment Letter
- Opportunities for volunteer positions such as treasurer, tournament manager and uniform coordinator
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I have read and agree to respect the above CISA Team Manager Code of Conduct, as well as the CISA Policy and Procedure Manual:

Team Manager Name:
Team Manager Signature:
Date:
Team: