



TEAM MANAGER INSTRUCTION GUIDES

Welcome! On behalf of Little Warriors Sports Academy and your team, THANK YOU for volunteering your time and energy by serving in the key role of Team Manager. The season wouldn't be possible without you!

The Role of a Team Manager

The Team Manager is responsible for the administration of the team's activities and communication. Think of your job as handling the "off the field" responsibilities. It is important to communicate with your coach at the beginning of the season about roles and expectations for your team. General responsibilities include:

- Team communication
- Team Roster Maintenance and Roster Cards; verification of roster in Bonzi
- Help facilitate team meeting and volunteer sign ups
- Team website updates (if used)
- Player Cards
- Tournament registration and check in, guest player additions
- Communication with opponent league teams regarding game details and scheduling
- League game rosters and score reporting
- Attend team manager meetings at the beginning of the season

It is important to remember that you are representing not only your team but Little Warrior Sports Academy as a whole. Model professionalism and positive sportsmanship to your team parents and opposing teams.

LWSA entrusts you with confidential information regarding your players and their families. Please respect their privacy and use discretion when communicating with others regarding team activities.

Resources and Contacts

You're not alone! We will grant all TM accesses before the season if you are new. Don't hesitate to ask for help if you don't understand how to do something. Please direct your questions as follows:

- **Carolina Pinzon** cpinzon@bellevue.soccer : team/player registration; rosters; tournament registration and rosters; player cards; post-season tournament registration
- **Yuhao Hu** Michael.yuhao.hu@gmail.com : questions or issues regarding the team that need to be addressed.
- **Mea Fischelis**: Mea@wpl-soccer.com : Director of Administration of WPL

For any other questions: info@littlewarriorssports.org

Office hours are Monday-Thursday 9-3; closed on Friday