

Development & Competitive Program: **Manager Policies**

The Team Manager is responsible for many team/age group activities – excluding coaching – while working with the Head Coach of the team or age group; the Administrator, Development & Competitive Program; and the Marketing/ Events/ Partnerships Co-ordinator, as well as liaising with families of players.

Each team and age group is expected to have a volunteer Manager. It is often desirable to have a Manager Group comprising one or two lead Managers plus a support group of individuals who are specifically tasked with responsibilities such as: events, travel, fundraising and sponsorships. Normally those in the Manager Group will be parents or other adults associated with the player.

Policies

1. Managers must adhere to the **Rules and Regulations** of Ontario Soccer, North Toronto Nitros Soccer, leagues, festivals, Cups, tournaments, and showcases. As appointed team officials, managers have the responsibility to familiarize themselves with applicable rules and regulations, and when necessary to communicate them to players and parents.
2. All **Manager appointments** are effective only to the end of the outdoor season and are renewable. An annual application is required. Managers must possess a “Clear” *Volunteer Sector* Police Check dated within the past 3 years and have completed the *Respect in Sport* online course within the past 5 years. Team Manager appointments must be approved by the club Executive Director.
3. **Registrations and applications** including player registrations, roster changes, league applications, schedule requests, travel permits, hosting permits and the like must be requested only through NTSC unless otherwise stated. Direct contact by the team manager with the league or district association is not normally permitted.
4. **Competitive team** managers are responsible for player books and roster records. Managers in the **Nitros Development, OPDL and League1 Ontario** programs assist the Head Coaches with this responsibility. **Players** must register with the Club *prior to* attending any on-field team event (training or game). Players must have registered with NTSC for the current season and be in good standing with the Club with respect to the payment of Club fees and/or an approved fee subsidy.
 - **Player books** must be submitted for updating at least one week before the start of each season, according to District policy. Books remain the property of the Club as long as the player is registered with the Club, and must be returned to the NTSC office immediately following the last game of both the indoor and the outdoor season. A player transferring to another club is required to be deregistered by NTSC and have their player book stamped by the District before the book can be returned by NTSC to the player.

5. **Participation in exhibition games and tournaments** may, with prior NTSC approval and discussion with the Head Coach, be arranged by a team manager, within applicable Ontario Soccer, league and Club policies. Tournament applications may not be submitted until approved by NTSC's Technical Director. Teams are responsible for all tournament and exhibition game costs unless explicitly included in the Club Fee.
6. The use of **facilities** - fields and gyms - must be specifically authorized by NTSC, only during times assigned by the Club, and in accordance with the facility's policies with respect to access, parking, food/beverages, and pets. Improper use may jeopardize continued NTSC access to the facility. Unauthorized use may nullify liability insurance coverage, putting team officials and the Club at risk. A team planning not to use a facility as scheduled should notify NTSC as far in advance as possible to allow reassignment.
7. **Uniform kits** worn by players and coaches/bench officials at any game must be current, approved NTSC team-wear (uniforms, track suits, polo shirts, rain jackets, etc.). No advertising or logo shall be affixed to team apparel or equipment without the prior approval of the Club.
8. **Protests, grievances and appeals** may, with NTSC's approval, be filed by team managers. NTSC will assist in advising the proper procedures involved in any such administrative action. NTSC must be notified promptly in such circumstances and also in any situation where discipline or similar proceedings have been instituted against an NTSC team, player, coach, manager or supporter.
9. **Technical support** is provided by NTSC to all teams. No outside technical assistance, coaching or training for a team is permitted without the prior approval of the club's Technical Director.
10. **Team budgets** are to be prepared and updated, and shared with players/parents. Within 30 days of the end of the outdoor season a full accounting of the use of funds from team fees, sponsorships and fundraising is to be made available to the team.
11. **Team bank accounts** may be established for teams U13 and older. If so, the Team Accounts policy must be followed.
12. **Fundraising and sponsorship** proposals must adhere to club policies and be submitted to and approved by the Club before such activities are commenced. Proposals should outline the nature of the program, fundraising costs, the intended use of net proceeds, and obligations to promote any organization's name or brand. All sponsorship funds are received by the Club, which retains a portion (usually 15%) to cover artwork, printing and sample costs, and uses any remaining amount to help provide financial assistance to players. The balance (usually 85%) is available for team expenses such as festivals, tournaments and showcases, other team events, or extra team gear. Proceeds of fundraising and team-specific donations generally stay with a team.
13. The Manager will promote and help to organize **club-related events** such as team days at League1 Ontario games, Toronto FC group dates, and Canada National Team group events.

- 14. The Manager will inform Club management of any issues involving misbehavior by a player parent or staff member that is in violation of club policies. Please contact the Club Discipline Chair by email at discipline@ntsoccer.com for any further information regarding discipline matters. If you have any concern or if you are not sure whether an issue you have witnessed or heard about warrants disciplinary action, please contact a club administrator or the Club Discipline Chair. For matters concerning Child Protection, please refer to the attached NTSC Policy for Child Protection.
- 15. **A breach** of these policies may result in disciplinary action as determined by NTSC to be appropriate. This could include termination or suspension as Manager and/or expulsion from the Club.

I acknowledge that I have read the above policies, and that I understand and agree to abide by them.

Manager Applicant Name (please print)

Team/age group and gender

Manager Applicant Signature

Date