

Team Manager Policies

Competitive U13+

Thank you for volunteering as Team Manager at North Toronto Soccer Club (NTSC)! Volunteers are the heart of our not-for-profit community club. As Team Manager, you are responsible for many of your age group's activities, such as **team building events, team travel, fundraising and sponsorships**, as well as liaising with families of players. Ideally, each team would have a lead Manager plus co-Managers who are tasked with specific responsibilities. Team Managers are usually parents/guardians or other adults associated with a player on the team.

Policies and Role of Team Managers

1. Team Managers agree to adhere to all **Rules and Regulations** of Ontario Soccer, NTSC, facilities, leagues, cups, tournaments, and showcases. As team officials, Team Managers have the responsibility to familiarize themselves with applicable rules and regulations, and when necessary to communicate them to players and parents/guardians. NTSC Policies can be found [here](#).
2. Team Managers represent [NTSC's vision, values, and mission](#) to players and families. If a parent/guardian of a player on your team has a suggestion or complaint, please encourage them to speak directly with their Head Coach. In the unlikely event that the Head Coach is unable to resolve the matter to the parent/guardian's satisfaction, the Team Manager should refer them to the appropriate Competitive [Program Manager](#).
3. NTSC is committed to providing a **safe and inclusive environment**. Team Managers will inform NTSC management of any issues involving a violation of NTSC Policies by a player, parent/guardian, or spectator.
4. The Head Coach may suggest **participation in exhibition games, tournaments, and showcases**. Team Managers work with the Head Coach and NTSC administration to register the team and obtain the necessary travel or hosting permits. Tournament/showcase applications may not be submitted until approved by the Technical Program Manager (for events in Canada) or club Technical Director (for events in the U.S.) **Teams are responsible for all tournament and exhibition game costs** unless explicitly included in the Club Fee. **Team Managers are responsible for collecting the fees from players, communicating the budget to families**, and make travel arrangements (transportation, hotels, meals) for the team and coaches.
5. Team Managers organize **team-building events** for their age group. Teams are responsible for the cost of team building events and Team Managers are responsible for collecting the fees from players. We suggest organizing at least one team-building event per season.
6. Team Managers 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.
7. **Team Managers are responsible for most administrative tasks**, such as player books, game sheets, communication of practice and game schedule to players, inputting scores into league systems, etc. **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 administration unless otherwise stated. Direct contact by the team with the league or district association is not permitted.

8. All facilities are booked and scheduled by club administration. NTSC is a respectful user of many **facilities, fields and gyms**. Please help to ensure that NTSC continues to have access to these facilities and reinforce that everyone follows the facilities' policies with respect to parking, entry regulations, food/beverages, and pets.
9. **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.
10. **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.
11. **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.
12. All **Team Manager appointments must be approved by the NTSC Executive Director** and are effective only to the end of the outdoor season. An annual application for renewal is required; each Team Manager must acknowledge and sign these Team Manager Policies every year.
13. Team 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.

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

Team Manager Applicant Name (please print)

Team(s) (e.g. 2007G TSA)

Team Manager Applicant Signature

Date