

Thurston County Youth Soccer Association

TCYSA Club Manager

Ongoing/general duties

- 1 Reply to e-mail.
- 2 Return phone calls.
- 3 Check the PO Box – deal with mail and make deposits in a timely manner.
- 4 Update the TCYSA website and delete dated information in a timely manner.
- 5 Send out communications via TeamSideline as requested by the board.
- 6 Track and report hours of employees

For each season(3X)

- 1 Communicate details about the upcoming season to clubs via website and email.
- 2 Make field reservations for all TCYSA clubs' games.
- 3 Enter team information into TeamSideline.
- 4 Create game schedules.
- 5 Compile and distribute a coach contact list for all teams in each age/gender division.
- 6 Review with clubs the State's list of recognized playing fields for insurance purposes.
- 7 Forward information to QUADCO for placement on Ridgestar referee assignment system.
- 8 Make any required changes to schedules during the season.
- 9 Maintain standings.

Periodically

- 1 Reserve date and location for clinics and any other development initiatives.
- 2 Send out surveys electronically and compile results.
- 3 Schedule State Cup games for all levels of play.
- 4 Maintain an up to date contact list for all contractors (names, phone numbers, email addresses) and supply a copy to the President annually.
- 5 Various duties as assigned by TCYSA Board