



## **Team Administrators**

Team Administrators are responsible for the administration and finances of the respective team. The team administrator can select parents, with the approval of the coach, to assist with team responsibilities. Additionally they will be responsible for the following areas:

### Prepare for "Tryouts"

- Attend preseason managers planning meeting to receive forms, instructions and information packets
- Complete team fact sheet for distribution on signing day
- Contact players at coach's request
- Send out club invitations for tryouts, per coach's instruction
- Arrange for parents to help sign-players, organize etc.

### Organize signing day

- Present players and parents with budgeting financial obligations, rules, schedule contracts, medical releases and all other information pertaining to team operations and coaches special instructions.
- Ensure that all paperwork is filled out properly and verify accuracy, including birth certificates
- Collect initial payment with paperwork and make sure necessary forms are notarized
- Distribute player #'s for Uniform ordering online by parents (all numbers are decided by coach)

### Register team (make sure paperwork is submitted on time)

- Home association
- Register team for league tryout, if necessary
- Register team for playing league

### Meet Financial Obligations

- Ensure, with the help of the coach, all team obligations to the club are met  
In the case of financial hardship or difficulty in collecting fees, a manager should immediately inform the coach, so that he or she may resolve the problem

Refer all problems involving concerns of playing time and coaching issues to the team coach immediately.

### Tournaments

- Meet with the coach to determine which tournaments the team will participate in. The coach selects tournaments for the team
- Obtain an application and find out what paperwork is needed for registration. Register on time for the tournaments
- Present tournament costs to parents and collect fees
- Apply for travel permit, if traveling outside of Region 1. Check with the coach to see if guest players are to be invited. Obtain WYSL release form, medical release and player pass. Follow club and ENYSA guidelines in regards to guest players at all times.
- Club policy states that guest players are to be selected and invited by coaches. Additionally, as a matter of professional courtesy, requests for the release of the player shall be made from coach to coach.
- Arrange for hotel close to fields if applicable. Present hotel with a rooming list form the coach. Arrange for payment of rooms and transportation for those players going without parents. Be aware of all cancellation policies.
- Arrange for coach's hotel, airline ticket, rental car and per-diem.
- Hand out coach's itinerary of the tournament outlining times and places for practices, meeting, meals lights out and games to all players
- Register at tournament and attend manager's meeting
- Collection of all player tournament assessments should be made prior to the departure for the tournament unless prior arrangements have been made with the coach.

### Website

- Manage team website with all required information
- Upload team picture
- Register all members email addresses in the club wide ecommunication system