

## **TEAM ADMINISTRATOR RESPONSIBILITIES AND REQUIREMENTS**

Thank you for considering to be your team's administrator this season. This is an honored position in our organization by the administrative and coaching staff. We need an organized and committed administrator on each team for that team to run smoothly. At the club level, we will do everything possible to arm you with the information and tools to be successful. However, there are requirements for this position that need to be met in order to be able to fulfill this job. Many of us can tell you that being a Team Administrator is definitely rewarding but there are certainly tasks that must be handled. Please note that Club Administrators can only have one point of contact to communicate with on every team. If you delegate some of these tasks, you will still need to manage it and be the point of contact.

First we will outline the basic job responsibilities and then the requirements.

### **JOB RESPONSIBILITIES**

1. REGISTRATION – Detailed Instructions will be provided to you. However, the basics are
  - a. Developing an electronic roster (form will be provided)
  - b. Collecting paperwork (birth documents, signed registration forms, proof of payment, promissory notes, etc.)
  - c. Familiarizing yourself with the financial aid process and assisting families as needed.
  - d. Organizing your team's book
  - e. Jersey Number assignments according to club policy
2. MANAGING YOUR ROSTER –You will administrate your roster based on the coaches instructions
  - a. Assisting families with registration of their players
  - b. Updating league roster
  - c. Assisting families with information when players drop
3. TEAM COMMUNICATION – Communicate with the team as requested by coach and club administration. This includes sending delinquent notifications on payments due to the club and communicating referee volunteer hours due.
4. MISCELLANEOUS – There are other team needs (i.e. Tournament applications, travel/hotel arrangements for out of area tournaments (mostly older teams), league/tournament game check in, team finances, carrying the team bench/canopy. We would suggest that you delegate some of this to your team families but some administrators prefer to do some or all. Please be aware that anyone on your team handling the team book/player cards for game check-in, must be risk managed.

### **JOB REQUIREMENTS**

1. Proficient and capable to use electronic mail, Excel, Word.
2. Desire to familiarize yourself with the processes in order to assist parents in understanding how to register their player.
3. Good communication skills
4. Ability to be risk managed in a timely fashion
5. Ability to timely communicate club required information