



CHARACTER. FITNESS. SKILL. GAME SENSE.

TEAM ADMINISTRATOR DESCRIPTION

The United 94 Team Administrator is the administrative and communication liaison between the Club and the families with respect to policies, outreach, and upcoming events. The Team Administrator is responsible for the off-the-field logistics of running the team.

REQUIREMENTS

- Requires solid communication and organizational skills, particularly when related to coordinating information dissemination from the Club and/or Coaching Staff to team families.
- Expected to attend 3 Admin Meetings per season: 1 pre-season, 2 during regular season.
- Time commitment: 2-3 hours/week (more during fall carding and Club events/activities).
- Willingness to volunteer at Club events/activities (try-outs, team camps, etc.).
- Able to assume responsibility for team record-keeping.
- Computer, internet access, and printer.

ROLES AND RESPONSIBILITIES

- Communicates regularly with the players and their parents. Communications can be handled via regular emails, phone calls, and if needed, team meetings.
 - Communicates practice information and game/tournament schedules.
 - Keeps the “pulse” on the team and parents by listening and passing concerns on to the coach.
 - Communicates with the coaches/administrators of other teams to confirm game times and locations or changes in either and obtain field directions (if necessary).
- Assures that all team and individual registration deadlines are met.
- Maintains a file of all official documents (e.g. birth certificates, medical releases, etc.), as may be required.
- Maintains all records and information relevant to game play (e.g. player cards, official’s game score cards, recording game scores, etc.).
- Maintains up-to-date team contact list and shares with Club personnel as requested.
- Handles all aspects of regular season games and tournaments (including scheduling, tournament registration and check-in).
- Maintains a relationship of mutual respect and coordination. Works directly with the coaching staff and/or Club Administrator regarding team disputes or other problems that may arise.
 - If needed, manages sideline behavior of parents during games to ensure that the coach does not get red-carded.
- Treats all matters, especially those involving players and parents, in a mature, fair, honest, and confidential manner.
- Represents the United 94 Soccer Club in a positive manner at all times.
- Encourages parents to become active participants in the United 94 Soccer Club.
- Performs other duties as requested by the Coaching Staff or Club Administrator.