

## Your Duties as a Team Administrator

1. Make a team roster that includes phone numbers and email addresses of the players and distribute to the parents.
2. Create a snack schedule (usually this is in alphabetical order) and distribute to the parents. Your snacks should include water for half-time, and a drink and snack for after the game. Be sure to bring ice in case of injury. You may want to call the appointed parent each week to remind them. If a parent can not make their snack week, it is their responsibility to switch with another parent.
3. Choose an appropriate team name. The name of your team should begin with the letter your team was assigned. For example, if you are Team A, you would name your team Arsenal. Please keep it simple. Remember it has to fit on a trophy!
4. Take candid pictures for the yearbook. You will need to collect \$8.00 from your team. And drop off disk/film at Digital Imaging by Sunday October 4th.
5. Organize your team for picture day, informing them of where and when to meet. Order forms will be available on our website this year. You do NOT need to fill out anything if you are just getting the basic package. Due to the sheer volume of players this year, it is very important that your entire team is there on time. We regret we are unable to wait for late arrivals. Please bring a completed roster that includes uniform numbers.
6. If your team decides they want sweatshirts, you will need to collect the money (I suggest you do this before you order them) order and distribute them. The team should decide on the color and some type of logo for their team. We recommend SoccerOne. Contact Manny at [mfineberg@soccerone.com](mailto:mfineberg@soccerone.com)
7. Organize a party at the end of the year. You will also be distributing trophies and yearbooks at this party. If the team decides to buy the coach a gift, you will collect the money and purchase the agreed upon gift.
8. Feel free to ask the other parents for help. It's a job that can be shared.