## ARLINGTON TRAVEL SOCCER

## TEAM PARENT COORDINATOR DUTIES

 Travel teams are responsible for the organization and management of their team (while following and operating within club, league, state and US Youth Soccer policies and procedures). Think of your travel team as a business organization that has established goals and philosophies, a defined budget and parents/players who work to handle the financial, operational and organizational needs of the team (business). **Every parent/family on a team must participate in the running of the team.** There are team duties that are small and large, complex and simple, one time and recurring. Specific duties can be handled by one person or shared among two or more parents.

The club has created a “how-to” for most team parent coordinator jobs. These **“*Guides to . .* . “**are posted on the club website on the [Team Management page](https://arlingtonsoccer.demosphere-secure.com/programs/travel/team-management).

An asterisk after a title (\*) indicates a required position. Each team must have a team parent fill this position.

**TEAM MANAGER\***

The team manager is the main contact for all relevant team information. Their role is to provide timely, comprehensive communication from the Club Staff, Technical Coaching staff and/or league. This communication includes “where to go,” “when to be there,” and “what to bring” – for all games, practices and other events. In addition to the role of communicator, the team manager maintains the team’s paperwork and oversees the other parent team coordinators.

## Registrar\*

Register team with VYSA. Creates rosters in VYSA database. Uploads or collects players head shots for player passes. Prints rosters, player passes and other paperwork needed to roster a team or submit roster changes. Coordinates with ASA Travel Administrator and VYSA club assigned registrar to secure approval for team rosters. Computer knowledge necessary. VYSA will train to input and output data from their club database. Need printer or printing access. Need knowledge of how to scan and upload photos and documents. Main workload is from mid-July to Mid-August

## Treasurer \*

Works with manager and coach on team budget based on the yearly plan set by the technical staff. Shares and explains team budget to team families. Collect payments to cover team expenses and deposits into team account. Request expense reimbursement for any payments made for covered expenses. Keep track of how much is in their team account and reconciles with ASA. Assist families with financial aid applications as needed. Basic Excel knowledge helpful

## Uniform Coordinator\*

Team Parent Uniform Coordinator oversees the team uniform ordering process. Set up team roster for online uniform ordering system. Confirms all team players have ordered required uniform items. Orders extra team Uniform kit(s) and keeper jersey (optional) and works with age group to determine non-conflicting jersey numbers (and keeps this jersey number list on file). Submits and distributes uniform kit orders for team players who are awarded financial aid. Some basic computer experience needed to set up roster online and check orders. Need to be in town or work via the internet the last two weeks of June and the first week of July while uniform orders are being placed. Will need to volunteer for one shift during club team uniform fitting events in June.

## Tournament Coordinator\*

Team Parent Tournament Coordinators file timely applications for selected tournaments, showcases and State Cup play. Attends, or designates another parent to attend, tournament registration session (usually night before tournament begins) but sometimes handled on-line. Coordinate transportation, arrange hotel accommodations, and plan any group meals or other activities for out-of-town tournaments. Keep team tournament and league record histories for use in future tournament applications. If needed, orders ASA patches from ASA to distribute at tournaments. Teams often assign two parents to tournament chores, dividing the hotel/meal responsibilities from tournament registration/paperwork.

## Webmaster\*

Updates (or creates if team is new) team site on ASA website. Only minimal team information is required but many teams add their practice schedule, tournament information and other important details to their sites. Computer experience (but not programming experience) needed to set up/edit team website. Webmasters should be aware of the club’s Personal Information Online Policy.

## Arlington Spring Invitational Soccer Tournament (ASIST) Coordinator (for those teams playing in the ASIST)\*

Attends ASIST planning meetings. Organizes team families to cover tournament jobs such as field marshal, concessions and trash. Liaison between tournament director and team.

## Field Coordinator\*

Coordinates set up/take down of nets and flags. If needed checks to see (home) fields are lined day prior to game. Teams must set up nets and flags for all week night and Saturday games.

## Equipment Coordinator\*

Purchases team equipment (and requests reimbursement from team account). Stores, or finds someone on the team to store, the equipment the coach does not keep: balls, ball bags, cones, medical kit (keep it well stocked), bench and shade awnings. Your team does not need all of this; it is a fairly inclusive list. Assembles and brings to games the team equipment bag (list of suggested items posted on the Team Management Page of the Club Website). Some teams break down this job and have different parents responsible for first aid kit, ice, etc.

## Fundraising Coordinator\*

In conjunction with team families creates team philosophy regarding fundraising, including expectations for families participation in fundraisers. Organize any fundraising activities approved by the team.

## Photographer

Takes team photos (group, individual and action shots). With parent approval photos are used for team and club website along with articles sent to the media.

## Publicity/Social Media Coordinator

Write and submit short articles about team socials, fundraising, tournament or league championships for the ASA website/Social Media accounts and local media. Coordinates with the Team Photographer to included photographs with news stories. Publicity coordinator should be aware of the club’s [Social Media Policy](https://arlingtonsoccer.demosphere-secure.com/_files/about-us/bylaws-policies/ASA-Social-Media-Policy_final.pdf).

## Soccer in College Team Coordinator (for High School Age teams with players looking to play in college)

Works with ASA staff to promote Soccer in College Nights, NCAA compliance talks and other Soccer in College events. Produces or oversees the production of the team’s College Brochure. Works with team in producing player resumes and pass on information and articles about college sports recruiting.

## Social Coordinator

Plan beginning and/or end of year team parties, special events or outings.

## STARS (Step-in Assistant Referees) (required for 12U & 13U NCSL teams, optional at 14U\* ). Each NCSL team in these age groups must have at least two certified STARs in order to play in the NCSL.

The minimum STAR level training course is USSF Grade 9 but STARs can be certified referees in USSF Grades 8, or higher. STARS should be parents or siblings able to physically perform the Assistant Ref function, along with having enough knowledge of the game to successfully complete the ref courses, and be willing to be present at and perform as a STAR if needed at both home and away games. NCSL will pay team for services of their STARS, and this generally goes into the team budget to help pay for STAR training courses, STAR uniforms, and other team expenses, instead of being paid back to the STARS themselves, figuring other team roles listed above are unpaid, and thus payment for this team function should benefit the team as a whole. See NCSL rules for further STAR information.

## Tryout Coordinator\*

Works with club to establish yearly tryout procedures. Organizes and staffs one-site registration for tryouts (typically only 1-2 tryout shifts are required). Runs tryout reports for coaches prior to tryout.

## Team Sportsmanship Liaison (TSL) (if required by league rules\*)

Responsibility for monitoring and providing guidance to parents and other spectators at games regarding appropriate behavior. Likely to attend most if not all games. Any problems regarding behavior of the opponents’ spectators are addressed between the TSL for one team speaking to the TSL for the other team, not by direct confrontations between non-TSL parents.