



### **Team Administrator Expectations**

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

- Attend preseason administrator planning meeting to receive forms, instructions and information packets
- Send out club invitations for tryouts, per coach's instruction
- Ensure that all paperwork is filled out properly and verify accuracy, including information from birth certificates
- Size and order uniforms (all numbers are decided by coach)
- Communication with parents (as advised by coach)

#### Tournaments

- Distribute coach's tournament itinerary outlining times and locations for all games, practices, meetings, meals, and lights –out to all players.
- Register at tournament and attend administrators meeting