

TEAM ADMIN (TEAM PARENT)

First, let me thank you for volunteering to fill this extremely important role within your child's team. It is my experience that teams with an active **Team Admin** have a much better experience thorough-out the season. The parents are better informed and more involved, the players are happier and learning more and the Coaches are so grateful! With your support, the Coach can spend more time focusing on the players and player development, coming up with new ways to keep practices fun and engaging for the kids.

As **Team Admin**, you will be the Coaches right hand, handling the team communication and administrative tasks for the team; allowing the Coach to focus on what he or she does best...Coach.

Primarily, the **Team Admin** will serve as a liaison between the parents, Coach and the Club. In addition, the **Team Admin** will coordinate snack and concession volunteer schedules, uniform pick-up and distribution, picture day, and end of the season party.

There is a lot that goes into a happy and successful team but you are not expected to go this alone. I highly encourage the **Team Admin** to recruit and delegate some of these responsibilities to the other parents on the team. Not only will soliciting help lighten your workload, it will also bring the parents together in fostering team spirit and unity.

Meet with Coach

First and foremost, get on the same page with your Coach. A phone conversation is sufficient in identifying preliminary items such as which team duties the Coach would like you to handle and which he or she prefers to handle. It is very important for the Coaches and you to have good communication. Some Coaches want things done a certain way, others give you free reign.

Send Out a Welcome Email

Send out an email to all the parents on your roster. Introduce yourself as the Team's Admin and welcome them to the team. Now is the time to set the precedence for teamwork, letting them know that you look forward to working with them in the upcoming season. Include important information such as

- practice and game schedules
- practice and game arrival time (most Coaches prefer the players arrive 10 minutes before practice begins and maybe 20-30 minutes before game time, your Coach should advise)
- practice attire and required equipment (HSSC practice jersey, shin guards, cleats, no jewelry, etc)
- Include your contact information, as well as the Coaches, assistant Coaches, etc.
- Invite the parents to a meet and greet at the beginning of the next practice so that you can get acquainted with each other.

Note: this email is not to replace the communication from the Head Coach, the team should hear from both of you.

Team Sponsors

Ensure that your team has a sponsor. Businesses sponsor teams to keep cost low for our members. The Business name is printed on the Team's game-day jersey. Not having a sponsor in place will delay the printing and distribution of your game uniforms.

If you do not have a team sponsor, solicit the help from the other parents on your team in recruiting a sponsor. For more information on Team Sponsors and Community Partnerships visit www.hobesoundsoccer.com, you will find the "Become a Sponsor Page" Under the "OUR CLUB" menu.

Team Roster

At first practice, review the team roster for accuracy, making sure that every player on your team is listed on the roster. If there are any discrepancies, notify the recreational commissioner. The roster will include the players name, parents name, email address and phone #.

- Ask the parents to verify their email address and phone # (ensure the phone # listed is a cell phone#, not a home or business phone and is the best contact information for team news and last-minute notifications.
- Ask if you should include another cell phone # / email to your contact list, i.e. an alternate parent, guardian, grandparent that maybe bringing the player to and from practices and games and should be in the know as well. Some families would like both mom and dad to receive your notifications.
- Create a spreadsheet or notebook with all the pertinent info.

Team Communication

I highly recommend the use of a team communication/scheduling mobile app. However, if you have a small team, U6 or U8 with just 4-6 players, a group text system may work just fine for you this season. Whether you decide to go with a mobile app or the group text method, the idea is to decide what is the easiest for you and the Coach to communicate with the team and vice versa. For larger teams, U10 and up, a mobile app is a necessity.

I also recommend adding each parents cell phone and email address as a contact in your phone. I prefer to create a Group Contact List within my phone, adding all the team contacts to the group list, helps with organization and quick access. I do this even when my team is using the mobile app.

Mobile Apps

I have used two different team communication apps, TeamApp and TeamSnap. I prefer and currently use TeamApp but that is my personal preference, other Coaches and admins love TeamSnap. Both offer basically the same features, are user friendly and free to use on a team level. Whichever you choose, it will only work to your benefit if every member on the

Mobile Apps, cont.

team downloads and utilizes the app. For this to happen, it will take some facilitating from you to implement properly.

A few tips from my personal experience...

- Mobile App is the easiest way to keep everyone in the loop; mom, dad, grandparents, etc. Many players have their own phones/tablets, I recommend getting the older kids in on the app as well.
- Set up and customize the account using a desktop or laptop computer initially, there are more customization features available on the desktop vs the mobile version.
- Take the time to load each parent and alternate contact into your teams account yourself, this will send the parents an invitation to download the app and join your team.
- Download the app yourself, login and become familiar with the process.
- Neither TeamApp or TeamSnap will send a text message under the “free account”. It will send push notifications. I recommend to all the parents on my team, **move the App Icon to their home page, directly next to their text message icon.** This way if they miss hearing or seeing the notification message then they can see the red number, alerting them there have been 3 notifications since they last visited the app.



- Send a text message to all your parents, ask them to meet you at the start of your next practice. Some of us are not “tech savvy” and may have a problem downloading the app and getting logged in. Make sure that everyone is up and running and **have moved their icon to the home screen.**

Facilitate some help for this meeting, get another parent to download, login beforehand and ask them to help other parents get up and running.

Communication from the Club

HSSC communicates with Coaches and Teams Admins via email and via HSSC COACH CONNECTION on Facebook. For the most up-to-date news and notifications, join HSSC Coach Connection and subscribe to receive all notifications. This is a closed group exclusively for Coaches and **Team Admins**. All notifications will be posted here first, i.e. game cancellations, weather alerts etc.

We encourage you to act as liaison between the parent and the club. For example, share club news with your parents. Encourage them to like and follow us on Facebook and Instagram.

Most importantly, if you hear of a parent having a problem, voicing their concerns or complaints to other parents or to you directly. Please notify the recreational commissioner of the situation. Sometimes, a very small issue can manifest into a very unhappy parent if he or she does not feel like their concerns are being addressed. Remember, parents and players may voice questions or concerns to you or the Coach as they see you as a representative of the Club. It is your responsibility to direct them to a member of the Board of Directors.

Player Registration / Risk Management

There are 2 phases of a player's registration;

1. **Club Registration:** Parent registers their player on hobesoundsoccer.com, players are automatically assigned to an age group based upon their stated birth year, then assigned to a roster within that age group.
2. **State Registration:** Each Coach and Player must be registered with FYSA (Florida Youth Soccer Association). Our Registrar initiates this process by uploading Team Rosters to FYSA via "GOTSOCER" portal. Once complete, every Player acquires their own "GOTSOCER" profile account and will receive an email from our Registrar, Kim Ruperto. The email will contain a link to www.gotsoccer.com, the player's username and password for accessing their GotSoccer account and instructions to upload a headshot photo and submit the players birth certificate. Birth Certificates are required by FYSA for age verification and the Headshot Photo is required for the generation of FYSA Player Passes. With a complete player pass, the player will not be permitted to participate in any FYSA sanctioned games or tournaments.

The reason that I inform you, the **Team Admin**, of these registration requirements is to make you aware of the importance in ensuring that all your Player's Parents have fulfilled these requirements. Kim Ruperto sends an email out weekly to Players that remain "In-need of Compliance and Risk Management Items". Coaches and **Team Admins** are also copied on these emails.

Another way that **Team Admins** can assist their Coach, is to ensure that all your rostered players are in compliance. If you spot one of your player's name on the list, please reach out to the parents of the player and encourage them to complete the requirements.

Player Registration / Risk Management, cont.

Ask if there is anything you can do to assist them in finalizing their state registration requirements. Perhaps, they are no longer using the email address that we have on file and they are not seeing the email. Perhaps they do not have access to a computer, printer or scanner. Doing this, will alleviate unexpected surprises and disappointment on Game Day, when a player is left without a player pass and on the side-line.

Remember: Players with missing or incomplete Risk Management items may be restricted from playing on our home field, and will be denied participating in any type of League sanctioned play, including Tournaments and DPL (Developmental Pathway League).

Uniforms

Work with your Coach to coordinate uniform pickup and distribution. Pennies (training vests), those pennies need to be washed! Get with your Coach, he or she may prefer to take them home and wash them so he can ensure that they are returned to next practice or you can delegate “penny washing” to another parent on your team.

Create a Game Day Snack Schedule

This is a great job to delegate to another parent. I recommend creating the list, assigning game days in rotation from your roster and distributing to all parents. If the day assigned to a parent doesn't work for them, leave it up to them to swap days with another parent. It will save you a lot of frustration. Just make sure they advise the schedule keeper so the day swap is notated on the schedule. There is a snack schedule within the mobile apps which you can set up to automatically send reminders. If you are not using the mobile app, the parent that you delegated to coordinate the snack schedule, should send a reminder text the day before to the assigned parent. The kids look forward to those snacks!

- Healthy snacks, fruit, crackers, pretzels, etc.
- Avoid sugary, sticky, messy snacks
- Be mindful of food allergies
- Water is always best

Concession Stand Schedule

Sometime during the season your team will be assigned a concession stand duty. It will be your responsibility to politely recruit the parents to volunteer to help in the snack bar. A sign-up sheet will be distributed to the **Team Admin** by Kristen Winterhalter, our concession volunteer coordinator. Kristen email is kristen.hssc@gmail.com

Team Pictures

Picture day is generally the 3rd or 4th week of October. Plan on your team arriving approx. 30 minutes before their scheduled time. The **Team Admin** will receive picture forms within the week prior to photo day for distribution to your team. Encourage your Team Parents to have them filled out prior to arriving on picture day, the process will go much smoother and faster. It's also a good idea for you to have a few extra on hand for those that forgot their form at home.

Field Duties - FYI

Each team should have a couple parent volunteers for field set-up and break down. If one is not notated on your roster, then you should recruit one. It is the team's responsibility for set-up and break down. A separate instructional sheet will be emailed to all Coaches, assistant Coaches, **Team Admins** and set-up and break-down volunteers.

End of Season Party

Although, we encourage team outing and events throughout the season in building team spirit and camaraderie. The end of season party has become a staple and the kids really enjoy it. Some suggestions are:

- Coach's or Team Members Home
- Local Amusement Parks (Party Room)
- Bowling Alley
- Beach Picnic
- Fountains at the Local Parks
- Movie Theater
- Indoor Soccer Venue
- Park Pavilion
- Pool Party

Coaches Gifts

Many teams elect to purchase their Coach and Assistant Coach a thank you gift at the end-of the season. Please keep each families budget in mind if your team elects to do so. Handmade gifts from the team are just as special or there are many options available where the cost per parent can remain low. I generally send out an email toward the end of the season to the **Team Admins** with different gift ideas that I've stumbled on. Remember this is not a requirement.

Club Administration Contacts

HSSC Board of Directors is always willing to assist. You may find a list of names and email address at www.hobesoundsoccer.com, under Our Club Menu.

I realize this is a lot of information, please do not feel overwhelmed. Again, I highly encourage you to form a relationship with the other parents on your team, recruit their help. There are certain items that you need to handle exclusively as the **Team Admin** for player confidentiality and consistency purposes but items like picture day, snack schedules, concession schedules, etc please ask for parent volunteers!!

If you have any questions or need assistance at any time throughout the season, please do not hesitate to contact me. I am your primary resource throughout the season and I encourage you to save my contact information into your phone now. I work during the day so it is usually best to send me a text message and I will reply asap. In addition, I am a night owl so do not hesitate to text me after practices, etc.

I will start making my way around the fields next week in hopes to meet each of you.

Respectfully,

Toi Hartley
Recreational Commissioner
Hobe Sound Soccer Club
Cell: 772-486-4553
Email: rec.hssc@gmail.com