



Team Admin Tasks

Attend preseason Team Admin meeting.

Align with coach and outline what is expected prior to the season

Maintain folder for team

- Player cards
- Frozen Roster
- Medical release forms
- Zero Tolerance forms
- Soccer Maine Rules

Communications:

- Communicate information that is forwarded by the Board to team
- Inform team weekly of game times and locations
- If home team, confirm time and location of game with visiting team

Crossroads Challenge:

- Attend Sunday Crossroads Tournament Meetings
- Keep your team updated
- Facilitate parents signing up for Volunteer Spots
- Distribute and collect tournament Medical Release forms for team

Uniforms:

- Distribute

Club Photos:

- Distribute sign ups
- Gather orders and \$
- Distribute photos

Warm Ups & Spirit Wear:

- Communicate offer
- Collect orders and \$
- Distribute to team

Zero Tolerance

- Communicate
- Gather signature sheet

Player Passes:

- Take photos
- Kid's signatures on card (U12 and above)
- Secure in plastic sleeves for Coaches book.

Partnership with GNG HS Teams

- Coordinate team being present as ball persons for assigned HS game

*any other duties that may come up!