

TEAM PARENT JOB DESCRIPTION

NUAYSA desires to have a volunteer serving as team parent for each of the RecPlus and Competitive teams. In the past, duties of this role have not been well outlined. The NUAYSA board is now providing a more thorough job description for team parents, hoping to promote quality service in this role.

TEAM PARENT DUTIES - COMPETITIVE and REC-PLUS TEAMS

(Note: Some duties would be less applicable to Rec-Plus teams.)

- 1) Team parent assists coaches as a contact person, maintaining a correct roster of player names / numbers, along with a current list of email addresses and phone numbers for all families on the team.
 - a. In some cases, the team's coach may ask the team parent to be responsible for all or most of the team communication.
 - b. In other cases, the coach may decide to do some of the communicating directly, but the team parent still should be ready to assist when asked.
- 2) Team parent will help coaches with phone calls if families need to be notified about last-minute changes in practice or game arrangements. Teams may wish to develop a calling list procedure for such instances; if so, the team parent would develop and oversee the calling list
- 3) Team parent is responsible for maintaining and updating information for the team on the team's area of the NUAYSA website. [All teams have a spot under the TEAMS tab on the site.] Training for website management will be provided; team parents will need to attend an arranged training session.
- 4) Team parent will work with coaches and team families concerning travel need in regard to away games and tournaments. It is best if persons serving as team parents are planning to attend away games and tournaments.
 - a. Team parent will help arrange carpools to make sure everyone has rides to out of town league games. Team parent may need to assist coaches in providing transportation when not enough other parents are able to provide rides to a particular game.
 - b. Team parent will assist coaches with planning for out-of-town tournaments. This may include locating motels at which team families are encouraged to reserve rooms. It is important to make sure that enough parents are making the trip to the tournament to provide proper supervision of the team. If some parents are planning to drive back and forth rather than stay in a hotel near the tourney site, team parent will help coordinate travel planning between such parents also.
- 5) Team parent will work with the NUAYSA Fields Director to provide parent volunteers for mowing and lining on the team's assigned field(s).
- 6) Team parent will work with the NUAYSA Volunteer Director to match parent volunteers with other tasks that need to be done on behalf of the soccer program.
- 7) Team parent is the point person for arrangements for team photographs, end-of-season gatherings, etc.

COMMUNICATION DIRECTORS for Recreational soccer program

For the Rec program (u4 to u8), we do not need team parents for each team. Rather, we need a pair of individuals who will serve as communication directors for the Rec program. One person would be needed for u4/u6, another person for u8. Duties would be:

- 1) Maintain a correct roster of players for each of the teams in the age division. Prepare lists of email addresses and phone numbers for all families on each team, along with email and phone contact information for all coaches.
- 2) Communication Directors are the primary contact persons when there are weather-related announcements to make about youth soccer nights. Communication Directors should consult with coaches and call KNUJ radio with any cancellation news, as well as sending out emails to team families about any changes in plans. [If weather-related decisions must be made at the last-minute, then no email or radio announcements need to be made.]
- 3) Communication Directors may wish to develop calling list procedures within each of the team families for sharing announcements.
- 4) Communication Directors are responsible for maintaining and updating information for the u4-u8 program on the TEAMS area of the NUAYSA website. Training for website management will be provided; the u4-u8 Communication Directors will need to attend an arranged training session.
- 5) Communication Directors will work with the coaches and team families concerning any plans needing to be made for participation in tournaments (Mankato for u8, New Ulm for u6 and u8).
- 6) Communication Directors will work with the NUAYSA Fields Director to provide parent volunteers for mowing and lining on each team's assigned field.
- 7) Communication Directors will work with the NUAYSA Volunteer Director to match parent volunteers with other tasks that need to be done on behalf of the soccer program.
- 8) Communication Directors are the point persons for arrangements for team photographs, end-of-season gatherings, etc.