



## CUFC Role Description – Team Administrator Liaison

December 2014

### Team Administrator Liaison - Reports to Assistant Director of Coaching

#### DUTIES:

- Must adhere to Chestermere United FC core values, vision, and mission statement.
- Must agree to and follow the Chestermere United FC Code of Conduct.
- Provide a Team Administrator Liaison report, if requested. Reports to be submitted a minimum of seven days prior to scheduled meeting, through agreed upon format.
- Be familiar with the CUFC Strategic Plan and comply with its mandate.
- All CUFC information is to be considered confidential and must be treated in accordance with the CUFC Confidentiality Policy.
- Maintain and update the Team Administrator's Handbook. This includes details on printing game sheets, entering game scores, distributing practice and game schedules to parents and players, communication to parents, and confidentiality of player and parent information.
- Educate new and returning Team Administrators on all duties and responsibilities of Team Administrators.
- Arrange pre-season Team Administrators' meetings through the CUFC office.

Signed:\_\_\_\_\_

Dated:\_\_\_\_\_