



CUFC Role Description – Team Administrator

December 2014

Team Administrator - Reports to Team Administrator Liaison

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.
- 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.
- Act as liaison between parents, coaches and CUFC.
- Inform coaches of any issues with players, coaches, parents, or finances. If issue is not resolved, then Team Administrator is to inform the Assistant Director of Coaching.
- Distribute CUFC and team communication, equipment, flyers, and any other information to players and families.
- Use appropriate media to communicate to players and parents.
- Collect and process the required information for registration, tournaments, etc.
- Distribute game and practice schedules and directions to venues.
- Have the necessary paperwork and player cards at each game.
- Distribute blank medical forms at the start of each season.
- Collect and retain completed medical forms for all players for the duration of the season and arrange to have all medical forms destroyed at the end of each season.
- Follow all rules and regulations established by CUFC and all governing bodies.
- Work with Kit Manager & Equipment Manager to distribute uniforms & equipment to the team.
- Attend Team Administrators' meeting at the start of each season.

Signed: _____

Dated: _____