



Virginia Beach City FC

Team Parent Coordinator Duties

Team Travel teams are responsible for the organization and management of their team (while following and operating within club, league, state and US Youth Soccer policies and procedures). Think of your travel team as a business organization that has established goals and philosophies and parents/players who work to handle operational and organizational needs of the team (business). Every parent/family on a team must participate in the running of the team. There are team duties that are small and large, complex and simple, one time and recurring.

Specific duties can be handled by one person or shared among two or more parents.

The most crucial skill for a manager is delegation of tasks to other parents. The scope of managerial tasks is too broad for most managers to undertake alone. In addition, all parents should understand and appreciate the effort required to run a travel team. People tend to support what they help to create, and parents who have team responsibilities will be more supportive of the team than uninvolved parents. The tasks explained below can be performed by the manager or delegated to other parents BUT the club strongly urges team managers to delegate duties! Every parent/family on a team should be tasked with a team duty. Duties listed below can also be shared by more than one parent.

A red asterisk after a title (*) indicates a required position. Each team must have a team parent fill this position.

Team Manager*

The team manager is the main contact for all relevant team information. Their role is to provide timely, comprehensive communication from the Club Staff, Technical Coaching staff and/or league. This communication includes “where to go,” “when to be there,” and “what to bring” – for all games, practices and other events. In addition to the role of communicator, the team manager maintains the team’s paperwork and oversees the other parent team coordinators.

The team manager registers the team with VYSA, creates rosters in VYSA database, uploads photos for player passes, prints rosters, player passes, and other paperwork needed to roster a team or submit roster changes.

The team manager coordinates with VB CITY FC Travel Administrator and VYSA club assigned registrar to secure approval for team rosters. Computer knowledge necessary. VYSA will train to input and output data from their club database. The team manager will need printer/scanner or printing/scanner access and understand how to scan and upload photos and documents. The main workload is from mid-July to Mid-August.

Other items the team manager will oversee are planning beginning and/or end of year team parties, special events or outings and the team uniform ordering process.



Trident Cup / MLDA Tournament Coordinator*

Attends tournament planning meetings. Organizes team families to cover tournament jobs such as field marshal, concessions and trash.

Field Coordinator

Coordinates set up/take down of nets and flags. If needed checks to see (home) fields are lined day prior to game. Teams must set up nets and flags for all week night and Saturday games.

Fundraising Coordinator

In conjunction with team families creates team philosophy regarding fundraising, including expectations for families' participation in fundraisers. Organize any fundraising activities approved by the team and club

Photographer

Takes team photos (group, individual and action shots). With parent approval photos are used for team and club website along with articles sent to the media. Please send pictures to our social media coordinator within 48 hours of the game or event. The sooner we have the pictures to upload the better to help have real time social media coverage.

Publicity/Social Media Coordinator

Coordinate with the club media staff to write and submit short articles about team socials, fundraising, tournament or league championships for the VB City FC website, VB City FC social media or local media. Coordinates with the team photographer to submit photos with articles.

Soccer in College Team Coordinator

(High School Age teams with players looking to play in college)

Works with VB City FC staff to promote Soccer in College Nights, NCAA compliance talks and other Soccer in College events. Produces or oversees the production of the team's College Brochure. Works with team in producing player resumes and passes on information and articles about college sports recruiting.

Tournament Coordinator*

Team Parent Tournament Coordinators works with VB City FC staff to ensure timely applications for selected tournaments, showcases and State Cup play. Attends, or designates another parent to attend, tournament registration session (usually night before tournament begins) but sometimes handled on-line. Coordinate transportation arrange hotel accommodations and plan any group meals or other activities for out-of-town tournaments. Keep team tournament and league record histories for use in future tournament applications. VB City FC Teams often assign two parents to tournament chores, dividing the hotel/meal responsibilities from tournament registration/paperwork.

Tryout Coordinator*

Works with club to establish yearly tryout procedures. Organizes and staffs one-site registration for tryouts (typically only 1-2 tryout shifts are required). Runs tryout reports for coaches prior to tryout.