

TOP 10 TIPS

Administration Manager Team Mom/Dad

By K. Brennick

#1 Hello, I'm Forest Gump...

Prepare and send an introductory email to the parents/guardians of the team. Include a roster, introduce yourself and your connection to the team. An informal team gathering is the best way to break the ice... players can get to know their teammates and parents can become acquainted with each other.

#2 Smoke Signals are Passé and Ruin Blankets Too ...we recommend the internet

Create a TeamSnap or BenchApp to maintain team communication, roster, availability and scheduling for all practices, scrimmages and tournaments. Maintain open communication with the coaches. The more you communicate and keep them organized, the better.

#3 The Miserable, Bad Wolf Needs to Be Uncloaked, Kept Out... with the doors and windows bolted tightly shut!

Team Administrators, Managers and Coaches need to undergo appropriate background checks and SafeSport (or similar) training to be appropriately placed on team rosters. The training helps the team administrators to become the eyes and the ears of the team to make sure rules and guidelines are adhered to throughout the season.

#4 Rec Stay Close to Home & Hearth ...and Travel Teams... well, they travel

Research, register and seek approval (if needed) for tournament applications. This can include collecting tournament fees, coach travel/per diem and dividing costs amongst the team for any costs incurred by coaches. Travel may require the manager to reserve hotel blocks for team accommodations.

#5 Practice Games Require Good Organization Practices

If planning a scrimmage/game on your home field, communicate with the other team manager to confirm all details (arrival time, start time, jersey color, if referees are required), etc. It's a good idea to follow up a day or two prior to make sure they are confirmed. Create and distribute polls if you need to get a quorum for participation. Set DEADLINES! Parents respond when they know they only have a certain amount of time to reply. 24-48 hours works best.

#6 PARTY TIME! – errh, sorta...

Social Director as well! Planning team dinners, team bonding (such as scavenger hunts, movies, things to do between games). Setting rules as to what the team Manager/Coaches may allow and may not allow in terms of swimming/running around and suggested bedtimes.

#7 "By the Numbers" Works Best When Sequentially Counted

Stay organized! Keep updated schedules, copies of rosters on hand, contacts for other teams/organizations in a binder. This makes your life 1,000 times easier at the end of the day. The more you embrace the role, the easier it gets!

#8 Work the Room – as Sly Famously Said, "...we are family!

If competing at a recreation level, get to know the other coaches. If you are a travel team, establish and maintain relationships with other organizations and tournament directors. Make sure you thank the tournament directors in advance and after the tournament for the hard work they put into making the weekend/week work. A simple thank you will go a long way and next time they are creating a schedule, it may earn you the 9:00AM game instead of 6:30AM!

#9 Kudos Kiddos, Coaches, Mommies & Daddy-O's Too!

Thank the coaches at the end of the year/season banquet or party. Coordinate a group gift to present once you've organized the party - take a head count. Hopefully another family will agree to host, so you are off the hook.

#10 Don't Forget to Talk with Yours Too ...they're kinda of special you know!

Maintain relationships and family dynamics with an active daily schedule for your family structured around physical activity, mental stimulation through positive conversation, family time, and rest. Cast no stones!

Bonus: Try not to embarrass them out there ...the game is their time to shine!