

PARENT ADMIN DUTIES

LIJSL Related:

- U9-U12
 - PAs are required to attend Pre-Season LIJSL Meeting to pick up schedule (\$50 fine if not represented)
 - Required to have Medical Waivers [1] signed - Important to review for allergies & medical conditions
 - The club will provide check for referee fees to team PA, but the PA will be responsible for paying the referee fees [3] on the field
- U13+
 - U13+ LIJSL PAs gain access to their schedules online & share with the team
 - Required to have Medical Waivers [1] signed - Important to review for allergies & medical conditions
 - Review/Print out LIJSL Season Calendar dates [2] - very important for scheduling
 - Manage team kitty & collect for and manage expenses outside of scope of LIJSL program fees
 - Note that referee fees are NOT provided by the club, U13+ must collect for referee fees

Club handles:

- Scheduling of games League & Cup (if applicable)
- Passes will be provided to you by the Club already laminated
- Payments to LIJSL only *not the Refs*

Game Day Prep. Items you will need **this is REQUIRED:**

- **Away team contacts Home team confirm Uniform Colors, Game date, time, location**
- **By Thursday Night Ref will contact home team to confirm game coverage & logistics**
 - **LIJSL - If you DO NOT hear from referee by Thursday Night, see [4]**
- **Player Passes & Coaches Passes (With a rubber band - optional)**
- **Two Rosters – Give Both to ref one Ref keeps and the other team gets the second copy**
- **Cash Payment Exact Amount (money gets divided up between Center Ref & AR's)**
- Enter score of game and Referee Evaluation

Attend monthly Massapequa SC club meetings [5]

First Aid Kit (Target/Walmart/CVS) has them or can order via Amazon

Ice Packs (Instant type where you smack the bag to activate cold) have at least two

Special Rules for games played at Peter C. Collins Soccer Park

Register Team for Tournaments **AFTER CLUB APPROVAL not before**

Recommended:

Establish a Team Bank Account at Bethpage Federal Credit Union -Ask a parent to be the Team Treasurer

Create a Team Binder which should include:

- Medical Waivers Signed & Dated (SSN # NOT needed)
- Copy of Birth Cert. (not the original)
- Print out an extra team player roster and game day roster
- Team – Parent Contact Info.
- Copy of your passes Front
- LIJSL League Rules & Cup Rules if applicable
- LIJSL Schedules can get at links below

Uniform Information:

U9-U12: Number Assignments are handled by the club secretary (secretary@massapequasc.com). No #s can be assigned or changed without the approval of the Club Secretary. New players will be assigned a # and directed to purchase Uniforms t the soccer shop by the Club Secretary.

U13+ Teams handle their own uniforms and # changes/assignments. Consult with those in/around your age group about # changes and it is up to you as the PA to ensure no conflicts within your age group and certainly not within your own team. When adding players and advising them to get a uniform, you must submit a roster for the team to the Massapequa Soccer Shop (mscuni@optonline.net) & please CC secretary@massapequasc.com.

LIJSL Links

Main link <http://www.lijsoccer.com/pages/index.php#>

[1] Medical Release <http://www.lijsoccer.com/configure/uploads/1431005731Medicalreleaseform2015.pdf>

[2] Documents <http://www.lijsoccer.com/pages/documents.php>

[3] PA Responsibilities <http://www.lijsoccer.com/configure/uploads/1502892998Coachesresponsibilities.pdf>

[4] If you have not heard from a referee by Thursday night call the referee office @ 631-648-8877. They are available after 2 PM Friday and Weekends 7 AM – 11 PM. Have your GAME # available. If you must leave a message leave your name, telephone # and GAME # and they will call you back with the referee contact info.

Massapequa SC Links

[5] MSC Club Meeting Calendar

https://calendar.google.com/calendar/embed?src=s6uukl9cc2jm7h3mbl1m9vc8qc%40group.calendar.google.com&ctz=America/New_York