

MASSAPEQUA SOCCER CLUB



Parent Administrator (PA) Role, Communication, & Guidelines

On behalf of the entire Massapequa Soccer Club executive board, executive staff and training staff members, we would like to say:

"Thank you! Your volunteerism and commitment are invaluable towards helping us facilitate fun learning environments for all of the children in this organization. We are truly indebted to you for your service!"

Role of the Parent Administrator

The MSC Parent Administrator (PA) is a volunteer position designed to help coordinate the team that they represent. This role is absolutely vital to our club structure and the continued improvement of our developmental environments. These volunteers are the “glue” of the club as they are the representatives of the community → to the club and from the club → to the community.

Function as the Team Representative

The Parent Administrator acts as a communicator for the team, as a representative to the club. A team point-person who neutrally relays information to and from the team is absolutely invaluable for our staff. MSC truly gets closer to “enjoyable participation for all” as your work helps us ensure the inclusion of all parents when considering their child’s participation.

The PA also has many responsibilities that can and should be delegated amongst other team volunteers. Those responsibilities include:

- Game-day paperwork & bench environment (see below)
- Travel logistics (Away game directions & Tournament hotels)
- Payment Collection for Seasonal Dues (Team Treasurer)
- Team Fundraiser Volunteer(s) (i.e. MSC Tournaments, car-washes etc.)

Team Communications

Each PA will manage a team website to maximize their communication with the team. Each team website acts as a communication “hub” for all team members and at the same time reduces the amount of time required for each PA to efficiently communicate with their team. Each team’s website is easily built through the MSC website and requires minimal maintenance. All team websites will include information such as: training times/locations/dates, game times/locations/dates, hyper-links for directions to away games, interactive message boards, and team photos.

COMMUNICATION CHANNELS:

- Each PA has several MSC staff members supporting them within the club’s professional structure.
 - Team Trainer/Coach will help communicate game-day timetables and other team logistics surrounding team competition and training sessions
 - Boys/Girls DOCs will help mediate/regulate warranted trainer issues and help provide direction at team meetings

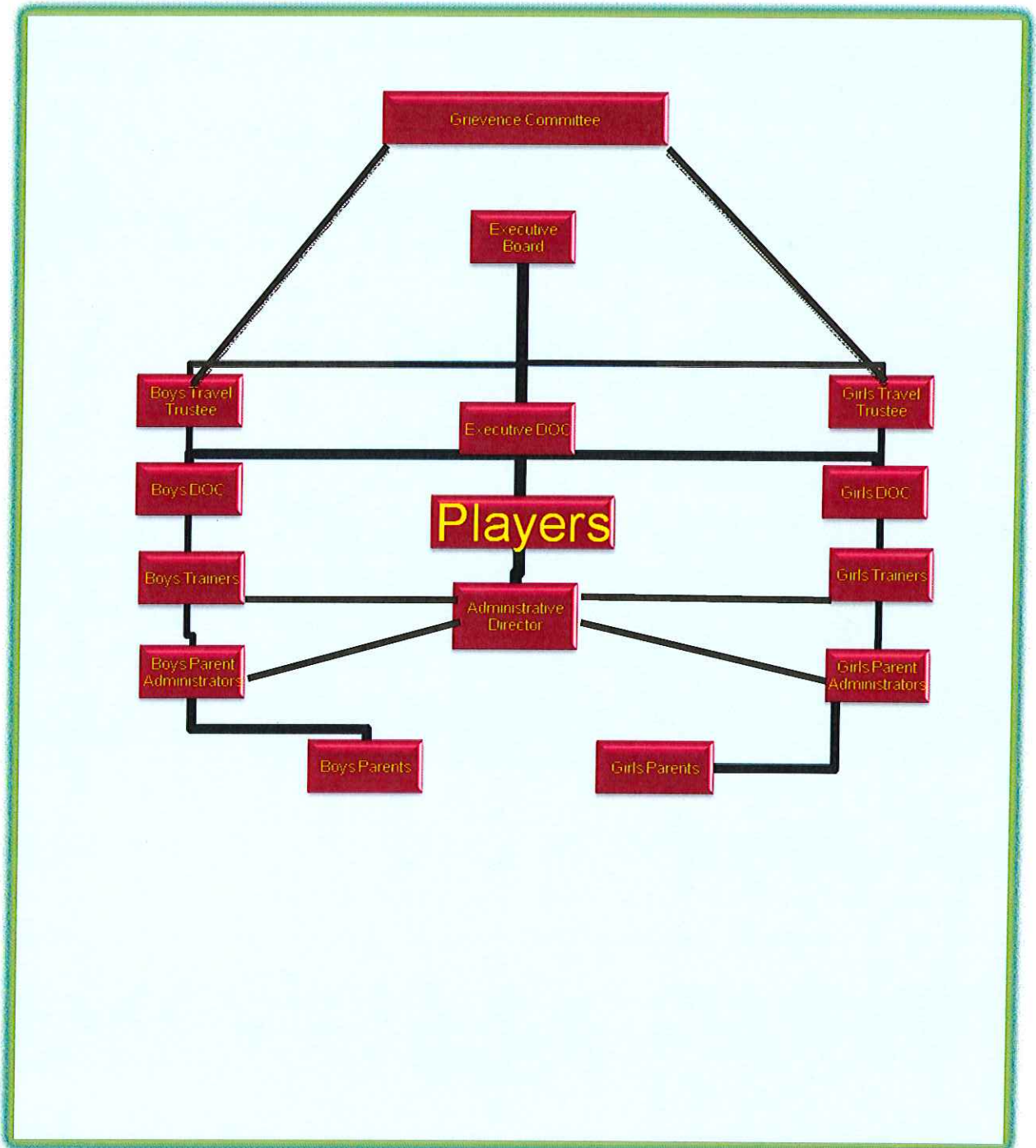
- Travel Trustee will always be an email away for any issues/concerns within a team structure or environment
- The Executive DOC will help explain the club's vision of player development, player promotion/relegation, etc. through club/team meetings
- The Grievance Committee will help defuse or settle any team issues

Game-Day Responsibilities

ONE parent will be required to manage the game day responsibilities. The game-day responsibilities include:

- Submit player-passes, team roster, and payment (if necessary) to the referee
- Monitor the team environment while observing the game from the team bench
 - The above responsibility is crucial to our club culture. This parent observer can provide meaningful feedback to parents while assuring checks and balances for any misconduct (i.e. foul language, bullying between players etc.). The positive experiences that these individuals share with their team families and our club, help us to further enrich the culture of MSC.
 - It is important that we all notice that this role has significantly changed from previous years. We will no longer have any parents along the sideline on game-day communicating to players. The "one voice policy" will be implemented and enforced throughout the club from this point forward. It is important that each team understand this new guideline and it is expected that this game-day representative is someone that will adhere to the "one-voice policy".
- Any communication that a PA feels necessary to be passed on to the players on the field (ex. "Suzie is tired and not getting back") must go through the trainer.
- "One voice policy" All pre-game, during-game and post-game instructional communication to players will come strictly from the trainer

COMMUNICATION MODEL



MSC Communication

