

Typical Week of a Parent Coordinator

Monday

E-Mail your team (and coach) with the following:

- A sentence or two saying “nice job playing this weekend”, etc.
- Inform team of practice days and locations (regardless if it’s the same time/place every week).
- Give day/time of the next game and ask to confirm attendance.

E-Mail the opposing team to confirm game location, time and jersey colors.

Wednesday

Practice reminder and location (if your practice is middle to end of week).

If you have not heard from everyone confirming game attendance, ask again.

Thursday

E-Mail/Call the coach if they never got back to you to confirm and notify JSS/NYCSL/LIJ.

If you are the HOME team and the referee has not contacted you, notify JSS/NYCSL/LIJ.

Friday

E-Mail your team (and coach) with the following:

- Game day/time reminder with field address and directions.
- What jersey color to wear.
 - Remind team to ALWAYS have both jerseys with them just in case.
- Inform boys that they should be on the field 30 minutes prior to each game warming up.
- List your cell phone number in case anyone gets lost or has to contact you.

Gameday

Make sure you have:

All player passes at each game (including any guest players).

Two (2) copies of the official game roster.

First aid kit (regardless if you are home or away).

Referees fee.

If it’s a rain out, you are in charge of rescheduling by looking at the master game list. Once you see a date/time that works for you (and Michael Todd confirms), contact the opposing team for their availability. Once all is in agreement, notify registrar to send to league (home game only).

**** Make sure that there is no garbage left on field at any game ... especially our home fields.**