



Volunteer Coach, Asst. Coach & Team Parent Description

(A) Head Coach

The Head Coach is responsible for overseeing the team and ensuring smooth coordination. Duties include, but are not limited to:

- Coordinate team activities with the Assistant Coach and Team Parent
- Ensure all players have completed and signed registration forms
- Make sure each player receives a uniform
- Distribute game schedules to players and their families
- Communicate regularly with families about upcoming events and schedule changes
- Report any concerns regarding players to the Community Center Director
- Attend coaches' meetings organized by the Community Center Director
- Arrive at least 30 minutes before game time
- Provide team rosters to the Community Center workers before each game
- Ensure games start and end on schedule

(B) Assistant Coach

The Assistant Coach supports the Head Coach and helps facilitate team operations. Responsibilities include:

- Assist the Head Coach and coordinate with the Team Parent on team activities
- Arrive at least 30 minutes before game time
- Step in and act on behalf of the Head Coach if they are unavailable

(C) Team Parent

The Team Parent helps with team logistics and communication. Duties include:

- Support the Head Coach and Assistant Coach with team activities
- Create and distribute a snack and drink schedule for the team (note: snacks are optional, but healthy options are encouraged)
- Arrive at least 30 minutes before game time
- Make phone calls or send messages to team members as needed
- Help organize post-game refreshments and the end-of-season team party