

## **TRIAD TITANS**

“The Triad Titans aim to teach our players great basketball fundamentals and develop the character traits of teamwork, leadership, commitment, and responsibility in a Christian environment.” – **Rusty LaRue**

<h3><b>TEAM ADMINISTRATOR RESPONSIBILITIES</b></h3>
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- Create a team tournament documentation package. This will include
  - Copy of all Birth Certificates
  - AAU Roster Sheet
  - AAU Membership Cards
  - Grade Exception Forms
  - Medical Release Forms
- Develop a team contact list including the parents cell phones. This is useful when traveling.
- Make sure all team members are registered with the organization whom the team will be participating in tournaments (e.g. AAU, USSSA, or YBOA). It would be preferable to register everyone on-line as a team. This greatly simplifies registration and saves you from collecting membership cards from players
- Act as liaison with the club administrators
- Collect all membership fees
- Develop and submit the tournament registration package. Payment for this will be from the Titan's office
- Coordinate drink schedules with parents
- Organize end of year gathering
- Coordinate tournament volunteers
- Attend Titan administrative functions and participate in email discussions regarding team administration
- Comfortable using email and web-based applications
- Distribute uniforms at the beginning of the year and collect them at the end of the season
- Submit tournament results to Titan director. The results will be published on the Titan web site.

**I have read the above document and agree to comply with these guidelines and expectations to the best of my ability.**

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_