

Photo Coordinator Handbook – Team Photos

Photo Coordinator - 2 per division

Duties and Responsibilities

- Take Team Pictures of all teams in your division
- *Use a personal camera*
- *Need to write down each kid name in order i.e., back row left to right and then list the kids names (first and last). Check with coach or team parent that the names are spelt correctly.*
- *Once completed you will need to give the pictures with kids' names clearly labeled from your division to the Overall Photo Coordinator.*
- *Needs to be done at beginning of season so the newspaper can include them in the paper well before the end of the season*
- *Need to arrange a date/time with the Division Coordinator to take the photos of each team (first two weeks of the season preferred). An email needs to be sent out to parents letting them know when the team pictures will happen and what they need to do to prepare.*
- *Need to make sure the team parents have the kids dressed in team jerseys with proper soccer gear.*

Overall Photo Coordinator– 1 person for all divisions

- Contact the Volunteer Coordinators from each division and find out who has been selected to help with taking pictures in each division. Contact them and let them know who you are, make sure they don't have any questions and give them a timeline.
- Makes sure all the photos are taken and submitted to the newspaper by the end of May. Coordinate with the newspaper as to when they will be published and communicate that to all divisions via Division Coordinators

Individual Pictures not yet decided for 2018, but noted that some parents are keen on getting the pictures but wanted task to be kept separate from Team pictures

