

FC Alliance Parent Volunteers

March 2011

All parent members of a Team are expected to volunteer for both Team and Club positions.

The Club is a volunteer organization, which needs to draw upon the resources of as many people as possible. Each parent member should become as familiar with all volunteer and elected positions in the Club as possible.

Volunteer Team Positions

Team Manager

See section 1.2.3 "Individuals" for a description of the Team Manager duties. The President or the President's delegate, and the VP, Teams or the VP, Teams, delegate, in conjunction with the Team Coach, will appoint a Team Manager as soon as practicable after team formation.

Team Representative

Team Representative shall represent the team in all matters coming before the Board. No person may represent more than one team before the Board. The Team Representative shall represent the interest and viewpoint of the Team as a whole to the Board, and shall promptly advise the entire membership of the Team in writing of discussions and decisions at Board Meetings.

Treasurer

Organizes and maintains a bank account and financial records for the team for all monetary transactions. Each player will have an account that records money paid and money received. A monthly statement will be provided to each player. The Team Treasurer interfaces with and reports to the Club Treasurer. Team Treasurer manages only Team Funds. All Club Funds are managed by the Club Treasurer.

Tournament Coordinator

Works with VP of Competition to research tournaments as requested by the Coach. Completes tournament entry forms and assures that they are timely submitted. Arranges for air and ground transportation and hotel rooms for the players and coaches (is NOT responsible for travel arrangements for families). Advises players and parents as far in advance as possible of the estimated cost of the travel. Acts as Team Chaperone during overnight travel for tournaments or games.

Uniform Coordinator

Coordinates all activities related to equipping the players with uniforms. Works with VP of Operations and/or Club Uniform Coordinator.

Fundraiser

Coordinates all team fund-raising activities. May be a shared position. Works with VP of Fundraising.

Team Equipment

Assures that ice and the team first aid kit are available at games and practices. Not responsible for administering first aid. Also, Is responsible for storing and maintaining the team's banner and tent, and for bringing them to all official activities (games, tournaments). This position may be shared by two or more people.

Webmaster

Maintains the team website, which may communicates basic team information to parents, players and the community-at-large. Ensures the website contains up-to-date information, and complies with the clubs website policies and procedures and copyright laws. This position may be shared by two or more people.

Parties

Plans and organizes team parties. May be a shared position.

College Coordinator

Works with the Club's College Coordinator and/or VP of Teams in assuring that meetings and activities are planned as appropriate to the team's age level. At U-16 & below, the time commitment will be minimal. At U-17 and U-18/19, the Coordinator should be prepared to provide more extensive assistance to individual players in identifying and making contact with college soccer programs. The Coordinator should be familiar with the NCAA Recruitment Rules and regulations. Maintains player profiles.

Club Level Volunteer

Makes themselves available to assist with club or association events/roles, including tryouts, audit committee, State Cup representative, club camps, bilingual support for administrative staff, fund-raising, hospitality representative, community outreach, etc.