



SELECT SOCCER CLUB

Team Volunteer Job Descriptions

Every FCA family is expected to contribute to the team as a volunteer. Below are detailed descriptions of the duties of the various team volunteer positions. Some are more complex and time consuming than others, but there should be something for everyone.

Team Representative

Is the team's voting member of the FCA board • Attends all monthly FCA board meetings or secures a substitute • Communicates information obtained at FCA meetings to the Team Coaching Staff, players and parents • Oversees all team volunteers, including Team Coordinator to assure completion of assignments • Schedules no less than six (6) full team meetings per year • Maintains an official copy of all Club policies and procedures and communicate these to the Team Coaching Staff and the Team Coordinator • Brings Team issues or concerns to the FCA Board for consideration • Obtain a consensus of opinion of the Team on issues that will be voted on by the FCA Board, to the extent that these issues are known in advance • Communicate any issues of concern regarding team management or administration to the extent that these issues cannot be resolved internally

Team Coordinator

Reports to the Team Representative • Assures Team compliance with policies and procedures of the Club as they pertain to day-to-day operations of the team • Assure that the team roster is current and accurate at all times, per the Club Registrar • Maintain a file of all official documents (e.g. birth certificates, contracts, GPAs, etc.), as may be required • Assure that all team and individual registration deadlines are met • Work with VP Operations to schedule practice and scrimmage times and locations • Check team in prior to the beginning of any tournament play and be familiar with the rules and regulations of the tournament in which the team is competing • Communicate to players and their families timely and accurate information about scheduled events such as practices, games, scrimmages, club camps and tournaments. A "phone tree" may be used for this purpose when time does not permit distribution of written notification, but the Coordinator must assure that all players are notified. E-mail notifications are the preferred method of communication • Communicate with the coaches or managers of other teams in the team's league to confirm game times and locations or changes in either and obtain field directions (if necessary)

Treasurer

Organizes and maintains a bank account and financial records for the team for all monetary transactions • Provides a monthly statement to each player • The Team Treasurer interfaces with and reports to the Club Treasurer • Team Treasurer manages only Team Funds; FCA funds are managed by the FCA Treasurer.

Tournament Coordinator

Works with FCA VP of Competition to research tournaments as requested by the Coach • Completes FCA tournament request forms • Completes tournament entry forms, secures fees and assures they are submitted by deadlines • 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. This position may be shared by two or more people.

Uniforms

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

Team Webmaster

Set up and maintain team website • Verify all parents/players have release on file

Fundraising

Coordinates all team fund-raising activities • Gets approval of any fund-raising activities with VP of Fundraising. • May be a shared position

First Aid/Ice

Assures that ice and the team first aid kit are available at games and practices • Not responsible for administering first aid, but must identify parents with first aid training to do so

Tent/Banner

Is responsible for storing and maintaining the team's banner and tent, and for bringing them to all official activities (games, tournaments)

Phone Tree

2-3 people who will be responsible for making phone calls to pass on changes of schedule or other last minute information

Parties

Plans and organizes team parties and bonding events • May be a shared position

Team Photos

Works with FCA Photo coordinator to arrange photo time • Distributes photo ordering envelopes and collects them completed with fees • Makes sure players arrive for photos at appointed time • Distributes photo packages to players

Camp Casey

Responsible for collecting registration forms and fees for players attending the Camp Casey retreat weekend • Arranges car pools to get players to Camp Casey • Makes sure there are two chaperones for the players

Player Cards

Organizes preparation of, and keeps track of, team player cards needed for WSYL competitive leagues and state cup tournaments

College Coordinator

Works with FCA'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

FCA Club-Level Volunteers

Are available to assist with any FCA projects including tryouts • Provide assistant with FCA-sponsored events, such as hosting state cup tournaments