

# Team Volunteer Roles

(not limited to – we are open to ideas)

## Assistant Coach

requires certification training based on previous activity and certifications. Can be 2 hours to 6 hours. May require brief time prior to each practice and game to coordinate with the coach on plans.

**Task:** Assist the Coach with all of his/her tasks in leading a team of players in the game of soccer. Help to set up practice elements, coordinate players and ensure that the coach has enough support to run an effective and fun practice. All requirements apply to assistant coaches as they do to coaches. May be required to run practice or games should the Coach not be present.

## TEAM MANAGER

This position assists the coaches with parent and team communications and general team support. The Team Manager role will also track volunteer needs, requirements and fulfillment for that team.

Team manager role can include:

- Maintain Roster and Player cards.
- Sending out team communications to parents (re: special events, game or practice changes, parties, etc.)

## FIELD MAINTENANCE

This position will be responsible for maintaining the fields for your team before and after games. If needed, it is beneficial to solicit additional help from team parents as well.

Duties may include:

- Manage and perform all pregame and post-game field maintenance duties (home team)
- Remove all litter, team and spectator, and place in trash containers
- Put out and remove corner flags and goals

## **TEAM TREASURER**

Collect and record monthly payments from players.  
Collect league & tournament fees and make the tournament payment.  
Collect referee fees. Pay referees at all home games.  
Calculate and collect coach reimbursement for Tournaments and State Cup.  
Collect monthly coaches fees by the 5th of the month and pay the coach.  
Must be able to maintain confidentiality.  
Need to have access to Internet, computer and printer.

## **TRAVEL COORDINATOR**

When necessary organizes any travel accommodations for the team. Bus/Car Rental, Airplane Tickets, Hotel Room Blocks etc.

## **BENCH MANAGER & CANOPY MANAGER**

In charge of bringing, set up and take down of team bench and team canopy.

## **Social Media**

- Provide content to social media coordinator.

Maintain teams Instagram and/or FB or other social media accounts.