

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. It is important that the Team Manager support the coach by directing all questions concerning player selection, player positions and playing time to the coach.

- Keep the team organized and running smoothly by communicating practice information and game schedules through our soccer system “Team Snap”. It is important that the Team Manager works with parents to ensure that player availability is kept up to date for all games and practices.
- Keep the “pulse” on the team and parents by listening and passing concerns on to the coach.
- Maintain all records and information relevant to game play (e.g. player cards laminated, recording game scores, bring game card to home games, etc.).
- Work closely with Club Registrar to register players and collect paperwork as needed.
- Report game scores and do NPL game stats (for NPL teams)

The Club will filter information through the Team Managers to disseminate to their teams.

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 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. NPL teams need 2 matching benches and canopies.

SOCIAL MEDIA

Provide content to social media coordinator Sean Morley.

VIDEO CAMERA

Coordinate purchase of team video camera. Set up and take down at each game.

AC Marin encourages either Trace or VEO cameras.

Open Club Volunteer Roles

(not limited to – we are open to ideas)

FIELD LINE PAINTING

(During League Season ONLY)

- Paint lines and number fields at least 1 week prior to the commencement of the league
- Painting instructions provided, including how to use line painters, field dimensions and how to string new fields if lines are faded
- Maintain line quality throughout the season
- Plan ahead for line painting to ensure lines are clearly visible each week
- Refresh lines every 2-3 weeks, depending on weather (i.e. if rainy, then every 2 weeks)
- Painting instructions provided, including how to use line painters, field dimensions and how to string new fields if lines are faded

CLUB SECRETARY – BOARD MEMBER

- Manage incoming and outgoing correspondence for the club. Maintain communications with club members. Present monthly correspondence reports.
- Keep minutes of each Board Meeting.
- Set calendar and location of Quarterly Board Meetings or as needed.

SPONSORSHIP OFFICER – BOARD MEMBER

Attract and maintain sponsorship arrangements with local businesses.

FUNDRAISING OFFICER – BOARD MEMBER

Organize fundraising events through the year.

GRANTS OFFICER – BOARD MEMBER

Complete grant applications for major spending items.

COMMITTEE MEMBER – BOARD MEMBER

Help make decisions that affect your club over the course of the year.