



AC MARIN

NORTH BAY PREMIER SOCCER

Team Volunteer Roles

(may vary from team to team)

ASSISTANT COACH (unpaid volunteer)

- **Position Description:**
 - Assist the Coach with all of their tasks in leading a team of players in the game of soccer.
 - Assist with setup of practice elements, coordinate players and ensure the coach has enough support to run an effective and fun practice.
 - All requirements of coaches are required for this position.
- **Certifications/Registrations Requirements:** Requires Coach certification training, US Player pass card requirements, CalNorth requirements (if playing in this league) and a background check
- **Time Commitment:** 2-6 Hours/week
 - May include time before practice and game to coordinate with the coach on plan for the match

TEAM MANAGER

- **Position Description:**
 - Assist the Coach with parent and team communications and general team support.
 - Track volunteer needs, requirements, and fulfillment for the team.
 - Support the coach by directing all questions concerning player selection, player positions and playing time to the coach. Keep the “pulse” of the team and communicate to the coach as necessary.
 - Enter/Verify all events in TeamSnap
 - Ensure the team is organized and running smoothly through communication and ensuring player availability is marked.
 - May be asked to schedule games in GotSport
 - Work with the club on a variety of tasks that may need attention.
 - Work closely with the Team Treasurer
 - Maintain all records and information relevant to game play (laminated, player cards, match cards for each home game, entering scores into TeamSnap and GotSport)
 - Work with Club registrar to register players and collect paperwork as needed.
- **Certifications/Registrations Requirements:** US Player pass card requirements, CalNorth requirements (if playing in this league) and a background check. Also requires internet, computer and printer.
- **Time Commitment:** time varies dependent on level of play, events participating in, time of season

FIELD MAINTENANCE MANAGER

- Position Description:
 - Responsible for maintaining the fields for your team before and after the games.
 - Manage and perform all pre-game and post-game field maintenance duties for all home games.
 - Remove all litter, team and spectators, and place in trash containers.
 - Put out and remove all corner flags and goals.
 - This position can be shared between two families.
- Certifications/Registrations Requirements: requires good mobility and ability to lift/carry/push goals into place as needed.
- Time Commitment: 1-2 hours/week

TEAM TREASURER

- Position Description:
 - Work with Coach to create an annual budget
 - Create monthly invoices for team expenses (ex: coach fees, registration fees, team bonding, referee fees)
 - Collect on past due accounts
 - Pay referees at all home games (cash)
 - Must be able to maintain confidentiality.
 - Position will have access to bank account and debit card
- Certifications/Registrations Requirements: background check, access to internet, computer and printer
- Time Commitment: 2-3 Hours/week

BENCH AND CANOPY MANAGERS

- Position Description:
 - Responsible for storing, bringing, setting up and taking down of team bench and team canopy.
 - NPL teams require two benches and two canopies for all home matches.
 - This position can be shared among (2) families per bench and (2) per canopy
- Certifications/Registrations Requirements: Need a vehicle large enough to transport, canopy's can be heavy
- Time Commitment: 2-3 Hours/week

TEAM SOCIAL MEDIA/CONTENT MANAGER

- Position Description:
 - Responsible for providing quality photos and videos for the team, including trainings, games, tournaments, and events.
 - Provide information about any events the team has coming up, or information about noteworthy events that have occurred for the monthly Newsletter
 - All content to be submitted to the Social Media Coordinator for potential publication
- Certifications/Registrations Requirements: Quality camera or phone camera
- Time Commitment: 2-3 Hours/week

TEAM EVENT COORDINATOR

- Position Description:
 - Arranges team bonding events throughout the season
 - Assists in organizing - team meals between games, social outings (pizza parties, mini golf, Quakes and BayFC games...)
- Certifications/Registrations Requirements:
- Time Commitment: 3-4 Hours/Month

VIDEO CAMERA COORDINATOR

- Position Description:
 - Coordinate purchase of team video camera – if team does not already have one (AC Marin encourages either Trace or VEO cameras)
 - Responsible for storing, setting up and taking down at every game
 - On-board families that may be new to the software and how to get “connected”
- Certifications/Registrations Requirements: Prefer someone with previous experience, but not required
- Time Commitment: 2-3 Hours/week

TRAVEL COORDINATOR *(this position only pertains to teams that will be traveling – your coach will notify your team of plans for the year at your first team meeting)*

- Position Description:
 - Organize any travel accommodations of the team.
 - Arrange transportation, hotel blocks, airline tickets...
 - Work with Team Event Coordinator for on-location events and team meals
- Certifications/Registrations Requirements: Prefer someone with previous travel booking experience, but not required
- Time Commitment: 2-3 Hours/week

TEAM FUNDRAISING REPRESENTATIVE

- Position Description:
 - Attend fundraising committee meetings.
 - Assist in organizing and planning fundraisers, at the club, division and team level
- Certifications/Registrations Requirements: N/A
- Time Commitment: 4-5 hours/Month (time may vary throughout the year and dependent on type of events)

TEAM REFEREE REPRESENTATIVE

- Position Description:
 - Required to officiate at least one game every month throughout the year
- Certifications/Registrations Requirements: Complete Referee Training/coursework, obtain official certification
- Time Commitment: 4-5 hours/Month

NPL ONLY - TEAM WATER COORDINATOR

- Position Description:
 - Responsible for providing bottled water for the team at all games
- Certifications/Registrations Requirements: N/A
- Time Commitment: 4-5 hours/Month

NPL ONLY – MATCH STATS COORDINATOR

- Position Description:
 - Responsible for maintaining accurate statistics during all matches
- Certifications/Registrations Requirements: N/A
- Time Commitment: 8-10 hours/Month