



## **SUGGESTED SELECT TEAM VOLUNTEER JOBS AND DESCRIPTIONS**

**Note:** *The team manager and team treasurer jobs are also considered EBU club jobs. Managers and treasurers will be reimbursed their \$150 volunteer fee from EBU. However, all other jobs listed below are team jobs and do not count as EBU club jobs. Parents will not be reimbursed their \$150 from EBU for doing these jobs.*

**Team Manager:** \_\_\_\_\_

Volunteer will coordinate and manage team/parent communications. They will act as a liaison between the parents and coach. Volunteer will use email/phone/TeamSnap to communicate all necessary information to team members/parents on a timely basis.

**Team Treasurer:** \_\_\_\_\_

Volunteer will prepare a team budget for the fall and/or spring seasons and will handle the collection of team fees based on this budget. They also will work with EBU's select team treasurer, depositing money into the team's account and requesting disbursements of money for various expenses (including tournaments).

**Tournaments/Travel Permits:** \_\_\_\_\_

Volunteer will handle the arrangements for entering tournaments. This includes submitting applications, securing necessary medical waivers from the players, securing travel permits, and getting and distributing tournament schedules and maps. They also will check-in the team online or at tournaments sites, if necessary

**Indoor Coordinator:** \_\_\_\_\_

Volunteer will sign up team for indoor/futsal leagues, collect fees, and distribute schedules.

**Travel (Hotel) Arrangements & Tournament Meals:**

Volunteer will make any needed travel arrangements, including hotel room reservations and communicate travel and accommodation details to parents. Volunteer also will make reservations for hotel banquet rooms or restaurant reservations for team meals and functions.

**Statistician:** \_\_\_\_\_

Volunteer will keep track of scores in league and tournament games, as well as the team's standing in their league and at each tournament. At the end of each fall and spring season, statistician will provide a season summary to the coach, team manager, and team tournament coordinator.

**Fundraising/Team Sponsorship and EBU Fundraiser:** \_\_\_\_\_

Volunteer will plan and coordinate team fundraising events during the year (i.e. field drawing, bake sale, car wash) to help reduce the need to collect additional team funds.

**Social:** \_\_\_\_\_

Volunteer will plan and organize social events for the team and their families, which may include:

- Family fall kickoff event (August)
- Team and parents' winter party
- Family year end event – year-end gifts for coaches
- Organize and coordinate carbo crams throughout the year.

**Uniforms:** \_\_\_\_\_

Volunteer(s) will pick up all team uniform orders from Stefans Soccer, bag each player's order, and distribute orders to players. (Parents order uniforms online.)

**Referee Fees/ Score Reporting:** \_\_\_\_\_

Volunteer will handle referee fees at each game and bring a copy of WYSA team roster to all league games for center referee. They will report game scores to their league after games.

**First Aid Kit Organizer:** \_\_\_\_\_

Volunteer will put together a first aid kit for team, carry the kit to all games and tournaments, and restock the kit as needed. Parent should use team funds to purchase and stock the kit.

**Team Photographer:** \_\_\_\_\_

Volunteer will take team pictures during games and tournament, share them with parents and forward them to EBU for possible posting on website and newsletter.