

EBU SELECT TEAM VOLUNTEER JOB DESCRIPTIONS

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.

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 EBU's select team treasurer, depositing money into the team's account and requesting disbursements of money for various expenses (including tournaments).

Tournaments/Indoor/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 at tournaments sites.

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 keeps 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 provides a season summary to team and EBU office.

Directions: _____

Volunteer will produce and distribute directions and maps to all league game fields and tournaments.

Fundraising/Team Sponsorship and EBU Fundraiser: _____

Volunteer will plan and coordinate team fundraising events during the year (i.e. 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 will pick up all team uniform orders from Stefans Soccer and distribute the orders to families. (Parents will 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 WYSA after games.

First Aid Kit Organizer: _____

Volunteer puts together first aid kit for team, carries kit to all games and tournaments, and restocks kit as needed. Parent should use team funds to purchase and stock the kit.

Team Photographer: _____

Volunteer takes team pictures during games and tournament, shares them with parents and forwards them to EBU for possible posting on website and newsletter.

Team Website Manager: _____

Volunteer will create and maintain a team website for parents and players of their team that can be linked to EBU club website.