**VOLUNTEER JOB DESCRIPTIONS**

**Glens Volunteering Program**: To keep our fees affordable, we need parental assistance. We request that every family sign up to volunteer in one of the positions listed on the volunteer spreadsheet or, if you cannot commit to volunteer for a job, make a contribution of $50 by adding that amount to your registration check.

We are especially seeking **coaches and/or assistant coaches** with F licenses. Please see link information on becoming a coach on the Viking Website

**Team Parent/Administrator**:

Every team needs a team parent (administrator). The administrator’s job is to handle a lot of communication.

1. Assign other volunteer jobs from the pool of available volunteers.
2. Compile a team contact list from the online roster that includes phone numbers and email addresses of the players and distribute to the parents.
3. Ask the other parents whether there should be a snack schedule for team. Coordinate schedule unless team decides against it. (See Nutritional Guidelines posted on SFGlens.com)
4. Coordinate with Uniform Organizer to make sure every player was issued/returned uniform.
5. Coordinate with Registration Manager to make sure all registrations are complete.
6. Work with Club Equipment Manager (John McCormack) to ensure team has all equipment (pinnies, balls,etc) coach requires.
7. Post scores of each game on Viking and Glen’s websites.
8. Every head coach should receive a binder with player contact info, signed Glen’s code of conduct and signed Glen’s medical/insurance waiver for each player.
9. Delegate a team parent to notify practice cancellations due to field closures.
10. Email reminders to players to bring water, sunscreen and wear shin guards to all games and practices.

**Team Registration Manager** (One per team):

1. The registration manager will receive the roster from the coach after the team has been selected.
2. Know the current registration requirements and fees from the Vikings or PAL. Ensure Parents are aware of the requirements.
3. Collect all required registration forms and fees from all players. See Registration information below.
4. When the whole team is complete, give to Registration Suzie Sheedy .

**Tournament Manager:**

1. We should have one tournament manager for each team entered.
2. The tournament manager will collect tournament registration forms and fees for all players.
3. Create a schedule for the event and distribute to players.
4. Create and distribute a travel roster and trip contact info
5. Organize team meetings with the coach.
6. Schedule and notify players of practices.
7. Book hotel rooms, if necessary.
8. Ensuring all players remain together at the competition and support each other while they are representing the club.

**Fundraising Committee:**

1. Identify and Target sources of funding
2. Promote and publicize funding and/or sponsor secured through the website.
3. Ideas for donations for our club:
   1. Purchasing kits/ soccer gear % goes to club
   2. Sports day/end of year party – raffle, BBQ, games for kids
   3. Dinner Dance
   4. Golf tournament

**End of Year Party Organizer:**

1. Each team should have an end of year party organizer who will be responsible for planning the party.
2. Create a volunteer spreadsheet so families can sign up for jobs or to bring food and/or drinks.
3. Coordinate with the Website committee to advertise the party on the website and spread the word.
4. Coordinate with the Website committee a slideshow of team pictures and videos.
5. Coordinate with Leo regarding venue etc.

**Team Photographer:**

1. On first game day, take photo of team and ensure each player’s individual high resolution “passport” photo (Face + Shoulders - http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples\_5300.html) is uploaded appropriately to team roster on SFGlens.com. This is key for FALL registration in March (yes March 2012)
2. Take regular photos of team, coaches, parents and upload to the SFGlens Photo Gallery.