



*"DEDICATED TO FAMILY, BUILT ON TRADITION, COMMITTED TO EXCELLENCE"*

Eclipse Select Soccer Club 700 Oak Brook Road Suite A Oak Brook, IL 60523

## **VOLUNTEER REQUIREMENTS:**

### **Development Academy Girls 2004 through 2000/1999 (U14 – U18):**

DA 2004, DA 2003, DA 2002/2001, DA 2000/1999

#### **PART I: Eclipse Select Regular Team Hours (16 HOURS):**

These volunteer hours can be completed in a variety of ways. There is a description of volunteer jobs you can do to fulfill this portion of your requirement below. If you have more than one child in the club, you are required to complete this part of the volunteer commitment for all of your children separately.

##### **1. Team Administrator – 16 Hours**

Team Administrators are responsible for the day-to-day administration of a team's activities. They will be responsible for helping to collect player registration paperwork and give to the club for the purpose of submitting official state roster to the leagues and submit Tournament applications when asked and put together paperwork required for events your team will go to. They will compile and distribute the team's roster/email list and will assist the team coach in making league game/time changes. The team administrator will communicate team and club activity or publish any team information to their teams on a regular basis.

##### **2. Team Webpage – 8 Hours**

You will be responsible for keeping your child's team webpage up to date. Attach schedules, standing, accomplishments and any newsworthy events.

##### **3. Team Volunteer Coordinator – 8 Hours**

The volunteer coordinator's responsibilities will be to keep track of your team parent's regular team volunteer hours. Parents from your team will need to notify you once they have completed a volunteer assignment and you will submit the name, task completed, and hours to the club when asked. The club will track the host tournament volunteer hours, so you will not need to handle that part.

##### **4. Social Media – 8 Hours**

You will be responsible for communicating with Eclipse Select Social Media Director to report results, photos, highlights and other newsworthy information about your team/players on your team.

##### **5. Player Profile Books (applies to teams U15 and Older ONLY) - 8 Hours**

This person will create the Player Profile Book for your team to pass out to college coaches at games. Each player has their own individual profile with a photo, contact info, etc. You will print the books and bring them to tournaments/games or give to your Team Administrator. You are also responsible for keeping in up-to-date throughout the year.

##### **6. Tryout Volunteer – 4 Hours**

The person will assist with tryouts. Tasks you may be asked to do include: hand out tryout numbers, assist in pinning them on the kids, prepare evaluations sheets for staff, collecting any needed paperwork from players attending the tryout.





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**7. Registration – 4 Hours**

This person will assist with registration. Tasks you may be asked to do include, collect paperwork for a team, sell practice t-shirts, assist with uniforms or anything else need to make registration run smoothly.

**8. Team Travel Coordinator – 4 Hours Per Event**

Assist with all facets of your teams Regional or National travel. Work with hotel coordinator to coordinate hotel rooms, organize van drivers and food coordinators/volunteers for entire event. Assist the team administrator with anything else need to participate in a Regional or National event.

**9. Team Tournament Van Driver – 2 Hours Per Day**

Responsible for transporting team players to and from team events while travel at a National Event. You will be responsible for getting your information to your teams or the clubs van contact for your van rental and submitting your receipts for reimbursement within 1 week after you have returned from the event. You must also email your total amount or reimbursement 1 day after you return from the event.

**10. Food Coordinator – 4 Hours Per Day**

This volunteer will be responsible for coordinating meals while at a Regional or National Event. Four hours of volunteer time will be issued per day. It will be broken out as follows: 1 hour for breakfast, 1 hour for lunch, and 2 hours for dinner.

**11. Sideline Drinks- 1 Hour Per Game**

This volunteer will prepare a cooler with drinks & cold washcloths and bring the cooler over to the sideline before or during half-time of the game. Drinks can include water, sports drinks, and chocolate milk (for after the game).

**12. Passing out Player Profile Books- 1 Hour Per Game**

This volunteer will be in charge of passing out the Player Profile Books to college coaches at your games. You will also make a list of the schools you passed books out to and send that to your Team Administrator after the game or tournament.

**13. Laundry- 2 Hours Per Day**

This volunteer will be responsible for collecting, washing and drying the uniforms for the team at the hotel or nearby Laundromat and returning to players when finished.

**14. Ice Bath- 1 Hours Per Day**

This volunteer will be responsible for getting ice bags and bringing them to team hotel, setting up the ice baths, and cleaning up when finished

**15. Room Snacks- 1 Hour Per Day**

This volunteer will be responsible for getting snacks for the player hotel rooms and getting them to their rooms.

**PLEASE NOTE:** Failure to complete your regular volunteer hours (does not include host tournament volunteer requirements) during this soccer year will result in a \$25/incomplete hour fee.

