



## PARENT VOLUNTEER POSITION

*Parents must volunteer for one team assignment per player. Team Manager will coordinate the assignments.*

### JOB / POSITION DESCRIPTIONS & TIMELINE

1. ***Team Manager*** – **This job must be approved by the Club President, Registrar and Team Coach.** This job is as important as the coach's job. If your spouse is a coach, we encourage you not to volunteer for this spot. You'll be overseeing the players and parents, organizing all paperwork, tournaments, travel and money. You will work hand in hand with your coach. The coach will do all the work on the field and you will make sure everything else gets done.

You can delegate volunteer positions as needed; it is your responsibility to make sure you have all positions below filled and keep them filled if someone leaves the team. This person will report to the Registrar.

2. ***Referee Rep*** – Each team will need two referee reps (preferably ADULTS). Reps will need to monitor the Sting Timbers FC Club calendar for information on referee training and certification classes. Reps will be expected to attend a certification class. Both positions must be filled so we can ensure referees for all games (no officials = no games!). Referees will be trained to start as ARs (assistant referees) who work on the sideline of the field. Once established as an AR, referees may train to become center referees if they choose to do so.

NOTE: Teams not providing two active referees may find themselves with fewer home games. Referees are encouraged to bring all their ref gear to away games. At times those games will be short refs and there will be a chance to fulfill this spot for the match. This person will report to the Volunteer Rep on the Board.

3. ***Field Rep*** – Field Reps will set up and take down goals and nets, mark fields during the season, make sure the field is ready before each of your games, including, corner flags, any touch up paint that may need done, ensuring nets are secure and goals have appropriate sandbag weights. This volunteer also helps to prepare the fields for tournaments (mid-May).

Additionally, this volunteer will be the team field marshal for both home and away games. As Sting Timbers FC parents, we need to set the example for our players. If the need arises, this person will provide a gentle reminder to any parent who has a "lapse" in sportsmanship. This person will report to the Field Rep on the Board.

4. ***Club Board Rep*** – This volunteer will attend the monthly Board meetings and report information from these meetings back to the Coach and Team Manager. Although attendance is not mandatory, all board reps are encouraged to attend the monthly board meetings. This person will report to the Board Secretary, be in contact with him or her to make sure they receive the board meeting minutes, and distribute the minutes to their team members.

5. Raffle Ticket Rep – Sting Timbers FC holds an annual raffle fundraiser. The raffle ticket rep must be available from March through May to coordinate their team's raffle ticket activity. This includes distributing raffle tickets to each player/family on the team and ensuring all raffle tickets and money are collected and accounted for. This person will report to the Sting Timbers FC PR/Fundraising Director.

6. Hot Shot Tournament Rep – It is suggested that each team have two Hot Shot Tournament representatives. These reps will work together to support the Hot Shot Director. Currently the Sting Timbers FC Club hosts the Hot Shot Tournament on Mother's Day weekend in mid-May. Volunteers will need to be available for scheduled meetings from July through mid-May. Activities will include, but are not limited to: participation on tournament sub-committee, scheduling team families for volunteer shifts at the tournament and any additional help the Hot Shot Director may need. This person will report to the Hot Shot Director and Co-Director on the Board. Teams may decide to assign this position to two people.

7. Medical Kit Rep – This person will make sure the medical kit and ice are always at games, practices and tournaments. This person will report directly to the Team Coach and Manager.

8. Public Relations and Team Pictures Rep – This person will report outcome of league play and tournaments for their team to the Coeur d'Alene Press newspaper (youth sport section) and work with the Club PR Committee as necessary. Additionally, this person will coordinate transfer of team photos to the Club Board Website Manager for uploading to Sting Timbers FC website. This person will also be responsible for making sure the team knows about upcoming Sting Timbers FC gear sales. This person will report directly to the Club Public Relations Director.

9. Hotel Travel – This person will coordinate hotel room blocks any time the team needs to book a hotel for road games or tournaments. This person will report directly to the Team Coach and Manager.

10. Bench/Shelter Rep – Each team should have a bench and/or a shelter for their team. If the team does not have a bench, consider collecting funds from all the team parents to purchase one. This person is responsible for bringing the bench and shelter, if applicable, to each team game. This person will report directly to the Team Coach or Manager.



## Parent Volunteer Positions

*Please circle your assigned position or mark your first, second, and third choices if you have not been assigned a position.*

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

\_\_\_ **Hot Shot Tournament Rep**

\_\_\_ **Referee Rep\***

\_\_\_ **Hotel / Travel Rep**

\_\_\_ **Field Rep**

\_\_\_ **Medical Kit Rep**

\_\_\_ **Board of Directors Rep**

\_\_\_ **Raffle Ticket Rep**

\_\_\_ **Public Relations and Team Pictures Rep**

\_\_\_ **Bench / Shelter Rep**

*Please print legibly.*

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Phone: \_\_\_\_\_

Parent Email (required): \_\_\_\_\_

Player Name: \_\_\_\_\_

Player Birth Year: \_\_\_\_\_ Boy / Girl

Coach Name: \_\_\_\_\_

\* If you are signing up to be the referee rep, do you need a certification class? **Yes / No**