

## The (Team Name) – Fall 2009

(#s 1-8 are mandatory; #s 9-18 are optional, but would be nice to have)

#	Who	Roles	Responsibilities	Requirements
1		<i>Coach</i>	Coach the team, lead all games and practices, develop individual and team skills, provide guidance and direction to players, parents & team. Attend team, club and league meetings as needed. Responsible for or <u>delegates</u> the following: establish team structure, roles and goals, field inspection prior to games, first aide kit on side line, ice at all games and practices, greeting and thanking visiting teams and referees prior and after match.	VYSA Carded Position Coaching License required PCA Certified – NCSL requires Kid Safe Certification required Helpful Skills: teaching, patience, good sportsmanship, communication
2		<i>Assistant Coach</i>	Assist coach with games, practices and equipment as requested by head coach. Provide a second set of eyes and ears as recommended by coaching and safety training.	VYSA Carded Position Coaching License - preferred PCA Certified – NCSL requires Kid Safe Certification required Helpful Skills: teaching, patience, good sportsmanship, communication
3		<i>Team Manager</i>	Organize all administration for team. Support coach, club, team & league: roster/card players, club, league and player paperwork, team communication, maintain contact information, schedules & calendars, car pools as needed, liaison to parents, weekly contact with NCSL teams and parents. Must be email and web friendly!	VYSA Carded Position PCA Certified - Optional KidSafe Certification required Attend August NCSL Training/Introductory Meeting Helpful Skills - Computer Skills, Organizational and Communication skills
4		<i>Treasurer</i>	Manage checking account, plan and oversee budget, collect dues, track individual player accounts.	Computer Skills Comfort with managing funds Ability to plan budgets and track expenses Close coordination with team and manager related to planning and individual accounts
5		<i>First Aide Resources</i>	SASA teams are required to have at least one team first aide contact at every game. This person must have at least basic first aide training and knowledge. Ideally someone would be available at every practice as well. Training is available if needed.	First Aide Certification or higher Knowledge of CPR a plus as well

<b>6</b>		<i>Team Sportsmanship Liaisons (TSL)</i>	Ensure proper parent behavior during games and compliance with all codes of conduct. First point of contact for referees. Overall crowd control. In some cases, may be asked to participate in Rules and Discipline hearings.	Patience and Objectivity Communication Skills Ability to facilitate and mediate potentially volatile situations Be the “Cool Head” in the crowd On occasion, may need to report and present at R&D committee
<b>7</b>		<i>“STAR”s Special Team Assistant Referee</i>	<i>Requirements vary by league (usually mandatory for teams U12 – U14).</i> If requested by center referee, assist as the sideline referee for the game. Must complete “STAR” training and be a licensed referee. Need three registered STARs per team.	Referee Certification – Grade 12 or higher Initial class and uniform reimbursed by SASA
<b>8</b>		<i>Field Set Up/Take Down</i>	Home games: (1) setup and take down fields when we are the first or last on the field. Both Home and Away games: (2) Bring team bench, set up prior to the game, pick up team bench and store for next event. (3) Confirm that field is left clean, safe and in good condition (both sides).	Reliable attendance at games
<b>9</b>		<i>Tournaments</i>	Review with coach, select and pre-register for tournaments, research directions and accommodations and communicate to parents, register at check in, coordinate T-shirt sales or flyer distribution as needed.	Computer Skills as most registrations and listings are electronic Ability to arrive early at tournaments for registration. Communication and planning skills for organizing team schedules and arrangements
<b>10</b>		<i>Score Keeper</i>	Track and Report Scores on a Weekly Basis. Complete game cards, track red/yellow cards, submit and maintain league scores. Point of Contact for NCSL Score Keeper.	Computer Skills Timeliness essential – Due Sun. 6:00pm Coordination with team manager and TSL in case of incident report and record keeping.
<b>11</b>		<i>Club Representative</i>	Ensure participation in monthly SASA meetings and NCSL meetings as needed. Keep team informed of upcoming decisions, needs, elections, provide feedback as needed, etc. Distribute any key information, actions or outcomes to the team families.	Note Taking Communication

<b>12</b>		<i>Fund Raising &amp; Sponsorship</i>	Look for sponsors, poll parent interest, organize fund raisers, write letters, send thank you notes and team mementos, etc. Manage individual fund raising accounts if needed.	Motivational skills
<b>13</b>		<i>Uniforms and Other Team Advertising</i>	Collect, consolidate and coordinate team uniform orders and payments. Research other items for players, parents or sponsors. (i.e. T-shirts, flags, patches, magnets etc.)	Initial orders are due by 7/2009 Other ad-hoc orders may be due throughout the season
<b>14</b>		<i>Video Fun</i>	Videotape a game or two. We could plan a training session to play back of clips or a party tape.	
<b>15</b>		<i>Photos</i>	Plan and organize team and individual photos. Submit photos to the web site. (Collect photos throughout the season for end of season slide show?)	
<b>16</b>		<i>Web Site</i>	Help update and maintain website. Advertise, Write articles, update calendars, add photos, encourage interest from new families, players, coaches, etc. <a href="http://www.team.com">www.team.com</a>	Computer Skills Knowledge of Web Page maintenance and development
<b>17</b>		<i>Social Coordinator (Parties)</i>	Party Planning for the team. Plan 'team building' activities. (i.e. Pool Parties, Soccer games, Holiday/birthday snack) If you have ideas, contact this person.	
<b>18</b>		<i>Community Service Project</i>	Kids can do it! Community Service Projects. What can the team do to help others? Clean up a field, help a younger team, outreach activity. Let's think beyond ourselves.	