

## AMHERST TRAVEL VOLUNTEER DUTIES

examples of items that can be shared by the parents or performed by the manager and treasurer. Please don't expect the coach to do everything.

| <u>Position &amp; Responsibilities</u>  | <u>Completion Date</u>  |
|---|---|
| <p><b>Team Manager</b></p> <ul style="list-style-type: none"> <li>- Volunteer Risk Management Passes (email riskmanager@amherstsoccer.com)               <ul style="list-style-type: none"> <li>- Get a valid pass &amp; ensure Coaches, Assistants, Manager have valid passes -last 2 years</li> </ul> </li> <li>- Player Medical Release Forms (form at www.amherstsoccer.com)               <ul style="list-style-type: none"> <li>- Collect &amp; Maintain File</li> <li>- Make a Copy for the Coach</li> </ul> </li> <li>- Player Information / Team List               <ul style="list-style-type: none"> <li>- Have parents verify &amp; update email and phone contact, include cell</li> <li>- Set up Team Snap accounts for players/parents</li> <li>- Once everyone is paid, numbers are selected, a team name is chosen and all volunteers have their risk management passes, send email to <a href="mailto:registrar@amherstsoccer.com">registrar@amherstsoccer.com</a> with all info</li> </ul> </li> <li>- Player Birth Certificates: Collect copies &amp; maintain file submit to registrar if new team</li> <li>- Player Passes               <ul style="list-style-type: none"> <li>- Need for tournaments and outdoor league only</li> <li>- Laminate passes (upon receipt of final roster from registrar)</li> <li>- Provide to Coach</li> </ul> </li> <li>- Indoor Season Registration (see Epic, Sportsplex, Sahlens websites for information)</li> <li>- Apply for tournaments once team decides(online registration or mail check) start early</li> </ul> | <p><b>DO THIS FIRST</b></p> <p>asap</p> <p>asap</p> <p>before roster is submitted</p> <p>early December<br/>after january 1</p> |
| <p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>- Team Checking Account: Set-up w/ bank (most offer no-fee accts for youth groups) (this account must be in a parent's name with their ss# and license as id; checks can have the team name on them and it is a special account the banks will provide for you. You cannot use the ASA federal or tax exempt id numbers due to auditor instructions)</li> <li>- Receipts               <ul style="list-style-type: none"> <li>- Collect all player payments - SETUP 3 OR 4 PAYMENTS, starting with December</li> <li>- Make deposits of all funds received</li> </ul> </li> <li>- Payments               <ul style="list-style-type: none"> <li>- Pay or reimburse for team expenses, tourney fees</li> <li>- Keep a copy of all receipts</li> </ul> </li> <li>- Budget               <ul style="list-style-type: none"> <li>- Maintain worksheet (sample budget form is on web site)</li> <li>- Keep Coach up-to-date of budget status</li> <li>- Year-end ASA club report of budget, receipts &amp; payments</li> </ul> <p style="text-align: center; color: red; margin-top: 5px;"><b>must be sent to travel coordinator after account is zeroed out</b></p> </li> </ul>  | <p>asap</p> <p>Nov - Apr</p> <p>as needed</p> <p>on-going</p> <p>July</p>   |
| <p><b>AIM Representatives</b></p> <ul style="list-style-type: none"> <li>- Attend AIM Meetings - get parents to sell ads or raffle tickets</li> <li>- Coordinating and collecting ads and checks and raffle ticket sales</li> <li>- Scheduling team responsibilities with families on tournament weekend</li> </ul>   | <p>Jan-May</p>  |
| <p><b>Manager or another parent</b></p> <ul style="list-style-type: none"> <li>- Research potential tournaments if coach wants you to</li> <li>- Registration (on-line &amp; day of tourney)</li> <li>- Coordinating travel arrangements (if necessary)</li> <li>- Collect tournament-specific paperwork from team ahead of tournament check-in</li> </ul>  | <p>Dec - Apr</p>  |
| <p><b>Refreshments &amp; Directions Coordinator</b></p> <ul style="list-style-type: none"> <li>- Assigning families for game-day refreshments (youngest teams only)               <ul style="list-style-type: none"> <li>- post-game only</li> </ul> </li> <li>- Please stress healthy snacks &amp; replenishment drinks only</li> </ul>  | <p>Jan &amp; Apr</p>  |

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|--|-------------------------------|
| [examples include grapes, watermelon, oranges, popcorn, granola bars, water, gatorade, propel, etc.]<br>- Providing schedule for families and locations  | Apr                           |
| <b>Social Coordinators</b><br>- Beginning/Mid-Indoor Season (pizza party, sleepover, movie, soccer match, etc)<br>- Mid-year/End-of-Indoor (team bonding activity- lasertron, sledding, etc)<br>- Tournament idle time (e.g., picnic)<br>- End-of-year (post season party) | Jan<br>Apr<br><br>Jul/Aug     |
| <b>Team Statistician</b><br>- Keep track of game stats in Team Snap or some other format   | on-going                      |
| <b>Team Photographer</b><br>- Take and share photos of games, events, etc.   | on-going                      |