



NorthStar Team Volunteer Positions / Tasks

Team Coach (8 hrs/wk)

The Team Coach is the second most important person (after the player) in the organization. He/She shall determine the kind of experience our athletes have with sports. It is expected that the coach will focus first and foremost on people and player development and second on developing a strong club and that winning games will fall a distant third. He/She shall:

- model and teach players to Honor the Game of soccer
- help players redefine what it means to be a winner
- fill the players emotional tanks
- have conversations during team meetings and game debriefings with the players
- conduct team parent meetings along with Team Business Manager and Team Liaison as needed

Team Trainer

The Team Trainer is hired by the team and is not considered a volunteer. He/She reports to the coach.

Team Liaison (as needed - 1 hr per mo)

The Team Liaison is the culture keeper for the team. The volunteer for this position will be selected by the Coach and Team Business Manager. He/She shall:

- reinforce the principles of Honoring the Game
- be familiar with the NorthStar's Guidelines for Effective Feedback
- be familiar with NorthStar's guidelines on Playing Time, Travel Procedures, Drug & Alcohol Policy, Profanity Policy and Parent Contract.
- know how to properly intervene in disputes
- along with Coach and Team Business Manager conduct team parent meetings as needed

Team Business Manager (2 hrs/wk)

The Team Business Manager will be responsible for the coordinating all the activities of the team. He/She shall:

- act as the main communicator for the team
- be familiar with the NorthStar's Guidelines for Effective Feedback
- be familiar with NorthStar's guidelines on Playing Time, Travel Procedures, Drug & Alcohol Policy, Profanity Policy and Parent Contract
- be proactive in communicating with the coach and other volunteer positions to ensure that players and parents are informed of all practice, game and events in a timely fashion.
- act as the manager for all other team positions
- coordinate team tournament participation by ensuring applications are completed and sent to tournament directors in a timely fashion
- along with Coach and Team Liaison conduct team parent meetings as needed
- distribute list of all parents, addresses and phone numbers to all team parents to be used in phone/e-mail tree
- enlist help or prepare team business card that lists player, number, and parent's name to help build parent rapport
- coordinate, create and distribute a calendar of events for each month
- work with Coach and Team Treasurer to help create a team budget
- remind players and parents to complete the online NorthStar Evaluation Form at the end of each season
- keep team webpage updated, along with Coach, with current information
- develop and maintain "Team Profile" book with player photos and resumes

Treasurer (2 hrs/mo)

The Team Treasurer shall be responsible for the maintenance of the Team financial records and the safeguarding of the Team's financial records. He/She shall:

- prepare a financial report on the Team's financial activities at least two times during the soccer season
- oversee all Team dispersals as directed by the Team Business Manager and/or Coach
- oversee the deposit of all cash receipts in the Team's bank account (non-interest bearing)
- ensure that any remaining funds at the end of season are disbursed back to the team parents; as long as it is permissible under the Club's guidelines

Travel Coordinator (2 hrs/mo)

The Team Travel Coordinator shall be responsible for team's travel arrangements. He/She shall:

- arrange hotel accommodations
- disburse travel maps to parents

Meal Coordinator (1 hr/mo)

The Meal Coordinator shall be responsible for team snack and meal arrangements during away games and tournaments. He/She shall:

- arrange for healthy snacks after games
- arrange for team meals or picnics within two hours after an away game or tournament match
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Fundraising Coordinator (2 hrs/mo)

The Team Fundraising Coordinator will act as the advisor/coordinator for all Team fundraising. He/She shall:

- encourage and lead the team to do fundraising to offset the costs of tournaments and travel expenses
- complete all necessary forms to send to NorthStar Club Treasurer due to use of tax exempt 501 (c) 3 status.
- funnel all funds to the Team Treasurer for proper accounting of funds
- enlist the help of 3 other volunteers so that the team can have a fundraiser in the fall, spring and winter seasons
- work with the Club Fundraising and Sponsorship Committee and ensure team participation in activities effecting the Club's General Fund

Uniform Coordinator (1 hr/mo)

The Team Uniform Coordinator will be responsible for the team's uniform. He/She shall:

- order team uniforms (jersey's, shorts, socks) through Club Uniform Coordinator or Club Logo Wear Coordinator
- disburse uniforms

Team Building Coordinator (2 hrs/mo)

The Team Building Coordinator will be responsible for planning 2 outside activities that will help build/mold the individual players into a team. He/She shall:

- plan outdoor event for team building
- plan indoor event for team building

Team Photographer (2-4 hrs/wk- duties could be shared)

The Team Photographer will be responsible for capturing photographic moments of the team during the season. He/She shall:

- take player photographs for player cards
- take team picture
- capture photographic moments of team for the possible use on the NorthStar website or bulletin
- enlist the help of other parents to take pictures of players to ensure at least two pictures of each player is taken during the season
- gather all photos at the end of the season via e-mail or CD to combine into one CD to send to Coach for NorthStar Banquet slideshow
- provide one season CD to each player at end of season

Team Reporter (2-4 hrs/mo)

The Team Reporter will work with the Team Photographer to capture player memories during the season. He/She shall:

- report on team events
- record names to any pictures taken
- write a short article for possible use in the NorthStar and/or TBAYS newsletter that captures the team's experiences during the season. i.e. interview team players and parents to get that special "behind the scene" story.
- send article to Traverse City Record Eagle or other local newspaper for publication

NorthStar Event Coordinator (1 hr/mo)

The NorthStar Event Coordinator is responsible for helping organize NorthStar Events. He/She shall:

- sit on the NorthStar Picnic Committee and help organize team parents for any tasks that may need completed along with the Team Volunteer Coordinator.
- sit on the NorthStar Banquet Committee and help organize team parents for any tasks that may need completed along with the Team Volunteer Coordinator.

Team Service Project Coordinator (1 hr/mo)

The Team Service Project Coordinator is responsible for ensuring that the team completes its service project. He/She shall:

- work with three other parents to evaluate possible service projects
- present alternatives to the team and parents
- coordinate the service project with the selected organization
- work with Team Reporter to see if project warrants article to be written for local paper or NorthStar newsletter.

Team Volunteer Coordinator (2 hrs/mo)

The Team Volunteer Coordinator will enlist the help of players and parents to help volunteer at the Great Lakes College Showcase, NorthStar Picnic, NorthStar Banquet, other TBAYS tournaments and any other volunteer positions that may need filled within the NorthStar organization. He/She shall:

- obtain list of volunteer positions that need to be filled from the NorthStar Directors and Team Event Coordinator
- help fill vacant positions/tasks by talking to players and parents on where their interest or talents can best be utilized