

EAST DIABLO



Welcome to the 2009-2010 Season!

**Each East Diablo Impact team will need the following
volunteer positions functioning in order to operate
effectively as a team.**



Team Manager

****Essential position needed immediately****

- **Turn in team's group registration to Club Registrar**
- **Create and maintain accurate information for the team roster (player's name, jersey #, address, phone numbers, etc)**
- **Oversee completion of team paperwork for NorCal, CYSA and US Club Soccer**
- **Communicate information between coach and parents/players**
- **Complete and submit tournament applications**
- **Request checks for tournaments from Team Treasurer**



Team Treasurer

- **Team Treasurer will be responsible to oversee the teams funds and monthly account balance via a monthly report from the East Diablo Club Treasurer (funds are held in the club's bank account)**
- **Collect money from fundraising volunteer, parents, etc and correspond with Club Treasurer for deposit**
- **Request checks from East Diablo Club Treasurer for tournaments, team expenses, etc.**

Team Fundraising Coordinator

- **Team Fundraising Coordinator will facilitate all individual team fundraisers. Fundraisers are for the sole purpose of team tournaments and team equipment**
- **Team Fundraising Coordinator will need to communicate and receive the Club Fundraising Director's approval for any fundraising other than the typical car wash, sale of apples/cookies, etc**
- **Team Fundraising Coordinator will be responsible to collect monies and turn over monies to Team Treasurer for deposit.**



Event Coordinator

- **Seek hotel and book block of rooms for away tournaments if needed**
- **Plan team events (end of year party, pasta party, etc)**
- **Distribute information to team via email**

Referee/Volunteer Coordinator

- **Confirm sufficient referee coverage per team's mandated Club responsibility. Each team required to provide 2 licensed grade 8 referees**
- **Confirm sufficient volunteer hours per team's mandated Club responsibility**

Optional positions recommended

- **Website**
- **Goal set up/take down**
- **Team photographer**
- **Chairs/pop up tent**