

# DEVELOPMENT ROLE DESCRIPTIONS

(Volunteers roles needed can change as more tasks become available)

Role	Tasks	# Of Volunteers Needed	What you are covered for
Team Manager	<ul style="list-style-type: none"> <li>• Relays information from Development Coordinator to coaches and team members.</li> <li>• Available to answer questions from players about team happenings and volunteer requirements.</li> <li>• Responsible for bringing jerseys and first aid kit to practices/ games, and for washing jerseys.</li> <li>• Passes this duty off when not able to attend practice.</li> <li>• Need to help with updating SE app with games and travel planning.</li> </ul>	Max 2 per team, parents need to divide up tasks.	Covers volunteer hours for 1 player (5 hours)
Volunteer Manager	<ul style="list-style-type: none"> <li>• Oversees volunteer roles for all the developments teams.</li> <li>• Gives directions to volunteers on completing tasks.</li> <li>• Ensures that all parents have completed volunteer requirements.</li> <li>• Compiles data at end of season to confirm if people have completed their volunteer roles and gives that information to the administrator.</li> </ul>	1 Parent could ask for more parent help if the role becomes too much	Covers volunteer hours for all players registered.
Tournament Coordinator (Northern Cup & Development Tournament)	Oversees all development tournaments.	1 parent	Covers volunteer hours for all players registered.
Tournament Manager	<ul style="list-style-type: none"> <li>• Organizes a development tournament.</li> <li>• Tasks include inviting teams, creating a schedule, setting up field, booking referees, arranging food and prizes.</li> </ul>	1 parent	Covers volunteer hours for all players registered.

	Detailed handbook will be provided and a team of volunteers to help.		
Tournament Committee (Northern Cup & Development Tournament)	Under direction of the tournament manager help with tasks associated with planning a tournament.	Many Helpers	All parents are required to help at the tournaments.
Equipment Manager	Manages all team's equipment, ensures the trailer is kept clean and deals with all equipment requests. Must be available to load trailer at beginning of season and unload at the end.	1 to 2 parents with only one parent allowed access to locker	Covers volunteer hours for 1 player (5 hours)
Field Liners	Sign up on SE Dibs when available. Development teams must help maintain field lines over the summer.	10-15 parents	All parents are required to help line the fields.
Travel Coordinator	Helps the team parents coordinate travel funding, hotel, activities and other team events.	1 parent or 1 for girls' teams/ 1 for boys' teams	Covers volunteer hours for 1 player (5 hours)
Sponsorship	April 29 <sup>th</sup> – be available at 10am for 5 hours to help put up sponsorship banners around Chandler Park	4 to 6 people needed.	Covers volunteer hours for 1 player (5 hours)
Concession Leader	Coordinates all the house concessions for the development teams. Ensures supplies and food is organized and volunteers understand tasks.	1 parent	Covers volunteer hours for all players registered.
Fundraising – Concession Helpers	Required to help at house tournaments run a concession stand. 4-hour shifts will be advertised in advance.	20-30 people needed.	All parents are required to help with fundraising efforts additional to volunteer hours required. Coaches and key volunteers exempted.