

## 2019-2020 Cal Magic Team Job Descriptions

### Required Team Jobs by Age Group:

Age Group	Birth Years (2019-2020)	Manager	Tournament Coordinator	Treasurer	Social Coordinator	Culture Coordinator	Hospitality Coordinator	Fundraising Coordinator	Team Equipment	Events Committee Liaison	Costume Coordinator	College Coordinator	Residence Training Coordinator	Travel Coordinator	Video Coordinator
U8 Magic School	2012 & Younger	X	X	X	X	X			X		X				
U9-U10 Teams	2011 & 2010	X	X	X	X	X	X	X	X		X				
U11 - U12 Teams	2009 & 2008	X	X	X	X	X	X	X	X	X	X				
U13 - U14 Teams	2007 & 2006	X	X	X	X	X	X	X	X	X					
U15 Teams	2005	X	X	X	X	X	X	X	X	X				X	X
U15 & Older Teams	2004 & Older	X	X	X	X	X	X	X	X	X		X	X	X	X

**Team Manager:** The team manager regularly communicates with the coach and is responsible for all communications with parents regarding schedules, travel, maintaining team binder with player passes used for tournaments, provide game cards and passes for all league games. The team manager will also be the liaison for new families and Magic registrar for any new families or families who move on from Magic.

#### Responsibilities:

- Communicate messages from Club to parents when asked
- Communicate messages from Coach to parents when asked
- Communicate messages from parents to Coach when asked
- Communicate training and game schedules to parents
- Communicate Events Committee messages to parents when asked
- Manage the online scheduling app for the team (Sports Engine)
- Check team availability via scheduling app for tournaments and special events
- Make annual player passes
- Maintain team binder + game cards + player passes for League/Tournaments
- Provide welcome to new Magic players and families
- Bring Manager's kit to each game (binder, player passes, etc.)
- Partner with Coach, Tournament Coordinator, and Treasurer to define team budget and fees

**Tournament Coordinator:** The tournament coordinator is responsible for applying and registering for all tournaments selected by the coach and the technical team. The tournament coordinator will work with the team manager to check-in for tournaments. The tournament coordinator will also be responsible for working with the manager and coach to schedule scrimmages and friendlies.

#### Process

- Technical Team with Coach determine appropriate tournaments for the team (level, development, purpose)
- Manager adds tournament schedule to check Availability- communicates availability back to coach in a timely manner
- Tournament Coordinator Responsibilities -tournament application process, registration process, check-in, and player verification (passes, etc)

#### Distance Limitations (Maximum Game Travel Time)

- U8: 30 minutes
- U9-U10: 45 minutes
- U11: 1 hour
- U12: 1.5 hours
- U13: 2 hours
- U14: 4 hours
- U15: 8.3 hours
- U16 & Older: unlimited

Only one tournament per coach per weekend - exception Halloween (if two younger teams)

**Treasurer:** The treasurer is responsible for working with the coach and manager to create the team budget. Team budget standardized guidelines are available in a separate document. The treasurer is also responsible for collecting team fees from families, make payments and reimbursements to coaches and for team expenses. If any team fees are left over at the end of the season, the team treasurer will calculate and issue refunds if necessary.

**Culture/PCA Coordinator:** The Culture/PCA Coordinator's role is to ensure that the team and all parents understand Magic's culture "the way we do things here" and behavior expectations on the sidelines.

#### Responsibilities

- Attend PCA Coordinator meetings
- Encourage all parents to attend club-wide PCA Meetings
- Meet with coach to understand his PCA expectations of parents
- Communicate culture concerns directly to coach
- Rollout team-specific PCA activities that ensure a positive game-day atmosphere
- Provide support and effort for any club-wide culture events/programs

**Referee:** Each team is responsible for providing a trained referee willing and able to referee Cal Magic hosed NorCal League and State Cup games. Any family member who is 14 or older is eligible to fulfill this commitment. All referees are paid for their refereeing responsibilities. Referees are able to set their own schedule. All volunteers must complete the referee certification, communicate with the Cal Magic Referee Coordinator, and complete the appropriate HR paperwork.

**Photographer/Social Media:** The overall purpose of this role is to capture the 'life of the team' throughout the year, both on and off the field. Photos will be used in the newspaper, social media, and year end party.

#### Responsibilities:

- Take pictures of team/players at games and team activities
- Collect/collate pictures from other parents
- Create end of year take away such as magnet, poster, yearbook, etc.
- Send best pictures to [socialmedia@calmagicsc.com](mailto:socialmedia@calmagicsc.com)

**Hospitality Coordinator:** The goal of the Hospitality Coordinator is to organize and set up a Hospitality table for the visiting team for each home game. Magic is committed to making our visiting team fans feel welcome by sharing snacks and beverages. All snacks and beverages should be set up by the start of the game.

#### Responsibilities:

- Create assignments for families using signupgenius or some similar portal.
- Obtain a portable table and trash bag
- Set up/take down hospitality table for each home game at the specified locations for each game.
- Just prior to the start of the game, welcome the visiting team fans and invite them to help themselves to the hospitality table

**Team Equipment Coordinator(1-2):** The purpose of the Team Equipment Coordinator is to make sure the team bench and shade make it to every game

Responsibilities:

- Take responsibility for the bench/shade – take them both, split up between other families, mix it up, etc.
- Make sure the First Aid Kit is well stocked

**Social Engagement Coordinator(1-2):** The overall purpose of the Social Engagement Coordinator is to help rollout club-wide engagement activities to team, manage own team's social activities and provide insight for future activities, communications, etc. This role will also partner with the Mentor Program Coordinator to plan and execute activities. There should be 3-4 events per year (approximately 1 per season - Summer, Fall, Winter, Spring)

Responsibilities

- Plan and manage team socials, mentor activities and community engagement events - note, the social events may be one and the same as community and mentor events
- Write and handoff or publish articles focused on what the team/players are doing as a *force for good* in the community and soccer-specific information
- Provide insight and feedback to Club about events, communications and future activity considerations

**Events Committee Liaison:** The Events Committee Liaison is the We have an amazing Events Committee at Magic that puts on some great events throughout the year that will need a representative on the Club Events Committee.

Responsibilities:

- Help with communications to their team about the upcoming events, and to
- Help at club events
- Help find additional volunteers from each team, when needed, with set-up and break-down for the various events.

**Fundraising Coordinator:** The fundraising coordinator is responsible for helping with, supporting, and communicating about club-wide fundraises. The coordinator is also responsible for coordinating a raffle basket For the Cal Magic Holiday Party in December.

Responsibilities:

- Communicate, Support, and Help at Club Fundraisers
- Ensure the team budget has \$250 set aside for the donation basket
- Pick basket theme, purchase donation basket items, arrange basket and deliver basket at the Magic office when required

**Halloween Costume Coordinator:** The Costume Coordinator is for teams participating in Halloween tournaments – typically 9v9, 7v7, 5v5 - and is responsible for picking, ordering, customizing and handing out tournament costumes.

Responsibilities:

- Communicate with Manager and Treasurer to understand costume budget
- Work with coach to pick a theme that is “soccer friendly”
- Order and create costume pieces, customize numbers and hand out tournament costumes

**Residence Training Coordinator:** All high-school age teams will participate in the Cal Magic Residence Training. This program provides a “college-type” experience while training and preparing for summer tournaments. The Residence Training Coordinator’s role is to help the treasurer coordinate and collect funds, help coordinate transportation and support Cal Magic staff in organizing the program.

**Video Coordinator:** For high-school age teams, the video coordinator works with the coach to determine what games to video and coordinates the details on how to video the game.

**College Recruiting Coordinator:** The college recruiting coordinator’s role is to prepare and update the team brochure in preparation for Building and Updating Team Brochure for College Showcase Tournaments. Distributing brochures to college coaches during the games. Pick up college coach cards and make a list of colleges that watched the games and send to the team.

**Travel Coordinator (1-2)** The purpose of the Travel Coordinator is to manage overnight tournament travel, accommodations, and team meals for player teams and coaches as needed