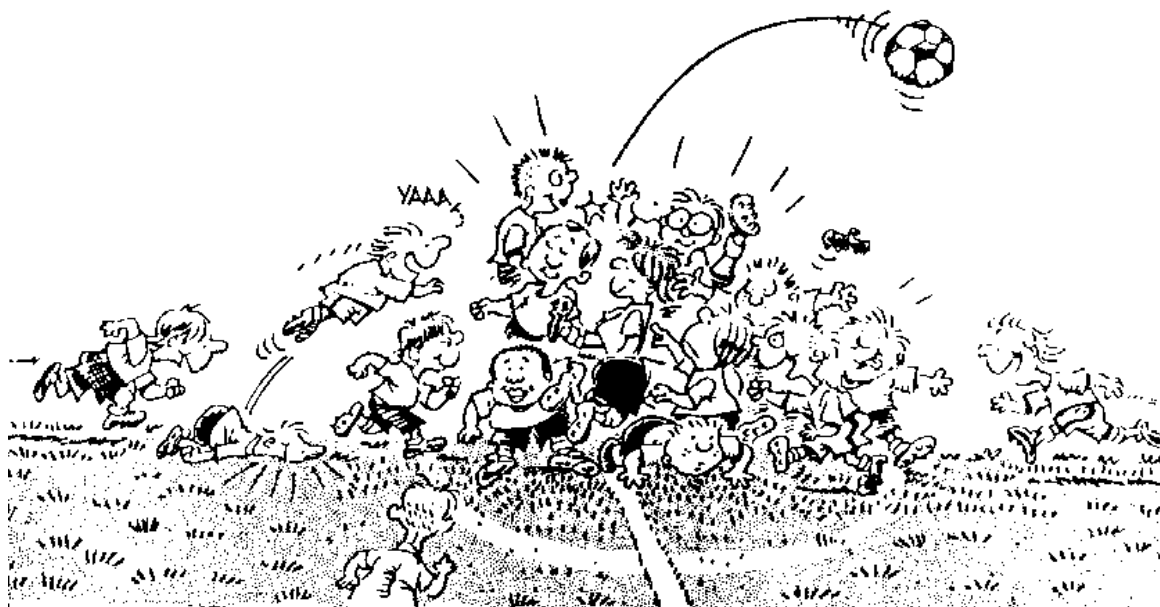


GALVESTON COUNTY YOUTH SOCCER



VOLUNTEER HANDBOOK



Galveston County Youth Soccer Volunteer Job Descriptions, Roles and Responsibilities

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Dear Volunteer,

THANK YOU! There are several important volunteer positions that **MUST** be filled prior to our season getting under way. Without your help, the GCYS's Spring and Fall Recreational and Competitive leagues would not be possible. Your efforts help to make the experience of every child in the GCYS memorable, fun, and exciting while also helping to keep our programs affordable for all families.

While we have many parents who are excited to be volunteers, many others sign up rather reluctantly, not because they don't want to help and be a part of their child's experience, but because they are unsure about their knowledge of the game of soccer and their ability to be an effective volunteer. No matter where you are at, this volunteer handbook is designed to put you at ease by giving you all the tools you will need to be an exceptional team volunteer and leader.

So you may be asking yourself right now, "What does the GCYS need volunteers for?"

If you are an energetic person who can respectfully work with others then we want you to join our team. In here you will find everything you need to know about being a volunteer on and off the field. Look at the list of the positions and contact the club if you are interested. Each position requires a different level of commitment and self directed motivation but at the end of the season the reward of seeing the hundreds of children playing soccer is worth the effort.

And remember, if you ever have any questions, I'm always available to help. Thank you again, and enjoy the beautiful game!

All the Best,

GCYS Board

1.0 Introduction

This documents describes the roles and responsibilities of key positions required to manage the Galveston County Youth Soccer (hereafter referred to as the GCYS). All positions are staffed by volunteers and are either elected by the membership (Executive Board of Director and Director positions) or appointed by the Board (Assistant/Coordinator positions). Ideally, GCYS will strive to have each position assigned to a different individual, however, by necessity, it is recognized that an individual may be performing multiple jobs. In addition to providing clarity regarding which position within the club is responsible for which task, it is the intent of this document to provide those volunteers with a clear view of what each position requires in an effort to facilitate the recruiting of volunteers.

2.0 General Knowledge and Skill

In addition to specific knowledge and skills required to fulfill the responsibilities of a specific position, GCYS will strive to fill positions with individuals who possess or will be trained to acquire the following general knowledge and skills:

- Knowledge of the GCYS's mission, guiding principles and structure
- Knowledge of the GCYS's policies and Age Group Overviews and Curriculum
- Ability to communicate in both written and oral form
- Ability to listen to others
- Ability to be inclusive of other ideas while leading and managing by GCYS's advocated approach
- Ability to make decisions with moral courage in the interest of all the players even if the actions are unpopular with others

3.0 Board of Directors

The business of the GCYS will be managed by an Board of Directors (hereafter referred to as the BOD), which will exercise all powers of the GCYS, except as otherwise provided by Law, the Articles of Organization, or the Constitution and Bylaws. The GCYS is required by its bylaws to elect a BOD at the Annual General Meeting. A nominating committee shall provide a proposed slate of officers before the meeting. Members may also make nominations from the floor. The Board (BOD) of the GCYS shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Coach Development
- Discipline & Protest
- Parks
- Scheduler
- Scorekeeper
- Uniforms

4.0 Committees

In addition to any special committees appointed by the president, the following committees will be appointed by the BOD yearly at the November BOD meeting to conduct GCYS business for

the upcoming year. Minimum membership is identified below, however, each committee will have the authority to add additional members as required to conduct their business. Each committee will as their first orders of business determine the process that will govern the committee and its functions. The process shall be in compliance with GCYS bylaws and policies and be subject to BOD approval.

5.0 GCYS Volunteer Executive Board Job Descriptions

All board members assist in the development of policies & procedures; determine how to raise & expend funds; help in formation of teams each season; handle problems with players, parents, coaches & other volunteers in the organization as they come up; help do tasks for which coordinators or volunteers have not been found; help with transition of new board members.

5.1 PRESIDENT

The president shall preside at all meetings of all nature and shall be general manager of the club. With approval of the Board, shall appoint such committees as may be required for the proper operation of GCYS, and shall appoint representatives to BAYSA and its committees as required.

5.2 VICE PRESIDENT

The Vice President shall act in the absence of the president with the same powers and authority and shall perform such other duties as may be assigned him by the president.

5.3 SECRETARY

The secretary shall keep the record of minutes of all meetings of GCYS, shall attend to all club correspondence, and shall give notice to meetings when required and shall maintain records of GCYS. The secretary shall also be responsible for reserving any needed spaces or locations for club use.

5.4 TREASURER

The treasurer shall receive and account for all funds of GCYS, which shall be kept in a bank or banks designated by GCYS. The treasurer shall reimburse funds at the discretion of GCYS or as authorized by GCYS, shall present detailed reports of income and expenditures of current finances at the regular meetings, and shall prepare a written report annually for the annual meeting, which will depict the ending financial status and the transactions for the preceding year. The treasurer shall also at notice submit for review or audit all financial information for GCYS. The Treasurer shall inform the President of any expenditure's over the amount that is specified by the GCYS Board.

5.5 REGISTRAR

The Registrar is responsible for all GCYS player registration including approval of scholarships for registration. The Registrar coordinates registration and effects player adds, drops, transfers, Club insurance papers, medical forms for player, player passes and other documentation to players and coaches. The Registrar will work with the President to coordinate Registration dates. (Computer/knowledge of Excel required)

6.0 GCYS Director Volunteer Job Descriptions

The following key positions are required to manage the work of the GCYS and are vital to the operation of the club. These are generally the roles and responsibilities. The appointed positions can sit on the board but are not considered the Executive Board.

6.1 COACH DEVELOPMENT

The Coach Development Director is responsible for directing and overseeing coaching and player development programs for GCYS by recruiting, training, evaluating and retaining coaches and players for competitive and recreational soccer programs. The Coach Development Director will also conduct and oversee tryouts, train and monitor the team coaches and help them plan and implement practice sessions, promote the club within the community and help with public relations, and perform other duties as assigned by the GCYS Board.

6.2 DISCIPLINE & PROTEST

The Discipline and Protest (D&P) shall represent the GCYS at all BAYSA D&P activities including but not limited to: attending regularly scheduled meetings, being on call for BAYSA playoff rulings (usually by phone), and acting as a field marshal upon request of the BAYSA D&P Chairperson. The D&P shall also provide the following tasks for the Club: reside as the chairperson of the Board of Conduct to resolve any issues within the Club, coordinate changes to the Constitution and By-Laws, distribute team penalty reports to coaches prior to playoffs.

6.3 PARKS

The Parks Director is responsible in representing GCYS in all interactions with the City's Parks and Recreation Committees, or the equivalent, within GCYS district. This includes having field allocation meetings, in order to maintain a good working relationship with the city and secure fields for our teams' practices and games. The Parks Director is also responsible for reporting back to the Board with any field issues.

6.4 SCHEDULER

The Scheduler Director will be responsible for all aspects of game scheduling and practice field scheduling and, in general, perform all the duties incident to the office of Scheduler and such other duties as from time to time are assigned to him/her by the President or the Board.

6.5 SCOREKEEPER

The Scorekeeper Director is responsible for collecting all of GCYS BAYSA game-cards. The Scorekeeper Director shall be responsible for entering the necessary game-card data into the appropriate designated BAYSA database. The Scorekeeper Director shall also notify the Discipline and Protest Director of any game or game card violations. In addition, the Scorekeeper Director shall have such other powers and duties as may be assigned to the Scorekeeper Director by the President or the Board.

6.6 UNIFORMS

The Uniform Director is responsible for ordering and distributing all GCYS uniforms before the Fall season starts and on occasion during the Spring season. (Good record keeping skill is a plus)

7.0 GCYS Assistant and Coordinator Volunteer Job Descriptions

The following appointed positions are required to manage the work of the GCYS and are vital to the operation of the club. These are generally the roles and responsibilities. Any or all positions may be filled by 2 or more people if they wish to share the tasks. The appointed positions can sit on the Board but are not considered the Board and do not have a vote.

7.1 FIELD/EQUIPMENT COORDINATOR

The Field/Equipment Coordinator is responsible for supervising and managing all of the weekly GCYS field repairs and maintenance. The Field/Equipment Coordinator is responsible for organizing, maintaining, and the distribution of the GCYS equipment inventory to team coaches including, but not limited to, game goals, practices goals, nets, net clips, corner flags, line paint, and paint supplies. The Field/Equipment Coordinator shall also work as the liaison on behalf of GCYS in dealing with local governmental authorities in arranging for use of fields GCYS. The Field/Equipment Coordinator can organize and lead other volunteers to help with the preparations of the fields/complex for the season and special field set up projects. In addition, the Field/Equipment Coordinator shall have such other powers and duties as may be assigned to the Field/Equipment Coordinator by the President and Board. The Field/Equipment Coordinator shall be responsible for creating, implementing, and maintaining safety standards for GCYS. In addition, the Field/Equipment Coordinator shall inform and educate all parties involved with GCYS of said safety standards and help ensure safety standards are followed.

7.2 FUNDRAISING COORDINATOR

The Fundraising Coordinator is responsible for setting up fundraising campaigns to help offset the rising costs of running GCYS. All campaigns will need to be approved by the Board.

7.3 PICTURE/TROPHY COORDINATOR

The Picture/Trophy Coordinator is responsible for procuring and distributing all pictures and trophies to teams and plaques to team coaches.

7.4 PUBLICITY COORDINATOR

The Publicity Coordinator is responsible for publishing scores, registration information, and other events by working with the newspapers, cable stations, school newsletters, and the webmaster throughout the year as deemed necessary by the by the Board.

7.5 REFEREE COORDINATOR

The Referee Coordinator, preferably a licensed referee, is responsible for the recruiting, training and supervising of all referees in the GCYS region. The Referee Coordinator shall require that each referee, assistant referee, and youth referee complete a volunteer application form. The Referee Coordinator will schedule referee meetings for referees within GCYS to go over rule changes/issues, certification/training clinics, provide feedback to new referees, and shall coordinate his/her efforts with the BAYSA Referee Administrator. The Referee Coordinator shall be responsible for the scheduling of referees and assistant referees for in-house games within GCYS, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the GCYS Scheduler Coordinator.

7.6 REGISTRATION ASSISTANTS

The Registration Assistant is responsible for assisting the Registrar by helping out by assembling/labeling packets before registration and delivering to local schools, recreation department, library, and hanging up flyers at local businesses. The Registration Assistant is also responsible for helping at registration by passing out forms and answering questions.

7.7 SPONSORSHIP COORDINATOR

The Sponsorship Coordinator is responsible for fundraising activities to be carried on by the teams associated with GCYS. The Sponsorship Coordinator shall be responsible for any Corporation fundraising activities to be carried out on behalf of GCYS. In addition, the Sponsorship Coordinator shall have such other powers and duties as may be assigned to the Sponsorship Coordinator by the President or the Board.

7.8 TOURNAMENT COORDINATOR

The Tournament Coordinator is responsible for the overall success of the annual GCYS Tune-Up soccer tournament. This includes applying for BAYSA sanction, reserving the field sites, recruiting members of the tournament committee, directing the duties of the committee members, conducting committee meetings, act as contact person for all team inquiries, creating the tournament schedule, and being available during the tournament to handle any conflicts or

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problems that may arise. Work with the Publicity Coordinator and the Webmaster with getting the Tournament information published and advertised.

7.9 U6/U8 SMALL SIDED CITY COORDINATOR

The U6/U8 City Coordinator is responsible for acting as a liaison between the small sided teams within GCYS. In addition, the U6/U8 City Coordinator shall coordinate scheduling of games played by teams, placing players on teams, and finding coaches for teams.

7.10 U9/U10 LARGE SIDED CITY COORDINATOR

The U9/U10 City Coordinator is responsible for acting as a liaison between the small sided teams within GCYS. In addition, the U9/U10 City Coordinator shall coordinate scheduling of games played by teams, placing players on teams, and finding coaches for teams.

7.11 UNIFORM ASSISTANTS

The Uniform Assistant is responsible for assisting the Uniforms Coordinator by sorting uniforms and passing them out to the Team Managers before the Fall/Spring season starts. (2-3 people needed)

7.12 VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for calling volunteers and providing them their job duties for the season, maintaining the volunteer job descriptions by keeping them up to date, helping organize volunteers for GCYS events.

7.13 WEBMASTER

The Webmaster is responsible for working with all of the GCYS reps to establish and maintain a working, interactive web page (www.gcysoccer.org) that maintains standings, schedules, news, links, manager information, and other pertinent information that facilitates communication within the GCYS and the greater soccer community.

8.0 GCYS Volunteer FAQs

Volunteers - The Reason GCYS Works!!

8.1 What are volunteers?

People who give freely of their time and talent to a worthwhile group or cause. A volunteer is someone who believes that people make a difference and is willing to prove it.

8.2 What is a GCYS volunteer?

A coach, a referee, a registrar, a fundraiser, a field marker, a publicist, a treasurer — many people, all contributing their time and efforts to make GCYS a great program for our soccer-playing kids.

8.3 Why does GCYS need volunteers?

GCYS needs volunteers because people power runs GCYS. Volunteers strengthen GCYS by giving their time and energy, their ideas and ideals. Volunteers make GCYS happen.

8.4 Who can be a GCYS volunteer?

Almost anyone can volunteer. Moms, dads, sisters, brothers, grandparents, even friends. We need women and men, young, middle-aged and “young at heart” folks. GCYS wants volunteers who want to help make our soccer program a fun experience for kids. Previous soccer experience is NOT necessary to assist our organization. There are many activities that you can help with without a soccer background at all.

8.5 What can I contribute to the program?

- They contribute a special skill or ability.
- They contribute their time.
- They contribute their energy.
- They contribute themselves.

8.6 What do GCYS volunteers do?

- They do what is needed to make the program work.
- They coach teams and stuff envelopes.
- They referee games and write checks.
- They line the field and work in the snack bar.
- They put up goals and take down nets.
- They take registrations and raise funds.

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- They bandage knees and schedule games.
- They put up posters and take pictures.
- They buy equipment and go to meetings.
- They call meetings and run computer programs.
- They make decisions and make a difference.

8.7 How do GCYS volunteers help themselves?

GCYS volunteers gain satisfaction and growth from their experiences. They make new friends. They learn new skills. They develop creativity. They investigate new careers. They enrich their lives.

8.8 How do I become a GCYS volunteer?

It's easy. Talk to your child's coach or contact any of the board members. They will be most helpful — and happy — to find the right job for you.