



P.O. Box 22522, Billings, MT 59104  
2222 Broadwater Avenue, Suite 101  
(406) 294-9480

## First Parent Meeting & Team Volunteer Information

Dear Coach,

Please schedule and complete your first parent/team meeting as soon as possible, **no later than January 1st**. These meetings are important to find volunteers, plan your team schedule (what weekends are there conflicts with SAT's/ACT's, Prom, school trips, etc.?), discuss club information, and establish team rapport. Coaches need to discuss player attendance and participation at practice, playing time, starting lineup, and coaching philosophy. It is important to let parents and players know up front what is expected. It is equally important for parents to voice their concerns. Please read the following information on organizing your first parent meeting and recruiting team volunteers before your parent meeting.

You will have your meeting at the Magic City Soccer office. Please call and schedule a meeting time with the office; you will also need to pickup a key on your scheduled day to unlock the doors. Remind your parents to bring their calendars.

One of the following board members must be present at your first meeting to help answer questions and explain Magic City Soccer philosophy: Mike Woodring, Managing Director, 671-7201; Paolo Gerbasi, board member at large, 652-1502; Todd Preston, U15&Above Director, 259-5837; Larry Van Atta, Board Member, 652-3273; Dennis Pyburn, Club Administrator, 259-7040; or Kevin Luse, Director of Coaching, 671-1280.

Encourage your team to regularly check the club Website, [magiccitysoccer.net](http://magiccitysoccer.net), for calendar happenings, winter soccer play, coach and referee clinics, schedules, updates, news, club board contacts, and other useful information. Our club is endeavoring to become paperless. The mail service is rarely used to communicate information.

### Team Volunteers

This year the club will assess each FAMILY (not player) for 10 hours of work or \$100 (Micro families are responsible for 5 hours of work or \$50). The check will **not** be cashed if the family completes their 10 (5 for Micro) hours of volunteer work. Each family is responsible for tracking and reporting its volunteer hours to a designated team tracker. New positions have been added so that every family on the team will have a chance to volunteer. Please do not let parents "double up" on jobs that require only one person!

Magic competitive teams are required to have an assistant coach (approved by the coach and the Magic DOC), a working team manager, three field and equipment representatives, at least two certified referees, a field marshal, two to three tournament helpers, an office helper, a team volunteer hours tracker, and a hotel/tournament coordinator. A description of each of these jobs is attached.

Along with a parent coach and an assistant coach, Micro teams are required to have a working team manager/representative/volunteer coordinator, two field and equipment representatives, one certified referee, a field marshal, and two tournament helpers. Parents are recruited and trained as coaches and assistant coaches for Micro Magic.

Other club volunteer jobs include board and committee membership and weekly office help.

Assistant coaches, team managers, and team reps need to fill out volunteer disclosure applications, available at the office. Clinics for coaching and refereeing will be listed on the club calendar as they become available. Volunteers for these positions are responsible for knowing when these clinics run and attending them.

**Fill out the Personnel/Volunteer Information sheets and return as soon as possible, but no later than February 7th to the Magic City Soccer office. No one leaves the meeting until all of the volunteer positions are filled.**



## **MAGIC CITY SOCCER CLUB - COMPETITIVE - VOLUNTEER JOB DESCRIPTIONS**

### **ASSISTANT COACH**

- Is available to assist the head coach at all practices and games.
- Holds or is willing to get at least an 'E' license (course requires about 18 hours of participation on a weekend in February or March) and receives approval to assist by the Magic DOC and head coach.
- Attends a rules clinic in March.

### **TEAM MANAGER**

- Works with coaches in determining and reserving practice times and locations.
- Contacts and relays information from coaches to players.
- Notifies families of fundraising opportunities (discount cards available in December or January).
- Notifies families of uniform try-on times (mid-January).
- Notifies families of the Annual General Meeting time (late January).
- Distributes team schedule.
- Attends a rules clinic in March.
- Ensures that team player names, jersey numbers, and birth dates are correct on MYSA rosters.
- Alerts team when uniforms, etc. arrive for pick-up.
- Files all necessary paperwork (registrations by tournament deadline and travel papers no later than one month before travel commences) for tournaments, including the state tournament (one month before tournament).
- Is responsible for collecting the team cards from the center ref after each game and turning in the team book, first aid kit, and other borrowed equipment at the end of the season.
- Is responsible for overall management of all team volunteer positions.

### **FIELDS AND EQUIPMENT VOLUNTEERS (3 people)**

- Helps to stripe and prep the fields at Amend Park:
  - (1) New season preparation is on the Saturday two weeks before first game, with following Saturday as a backup date.
  - (2) An additional prep day will be on the Sunday before the Magic City Classic Tournament on the first weekend in May. Volunteer must also be available to put up nets on the Friday before the first day of the Magic City Classic Tournament. Will also help stripe fields for NCS RQT tournament, if needed.
    - Sets up the nets for Saturday home games for your team.
    - Opens before the first games/closes after the last games the equipment shed at Amend Park as assigned.

Do not volunteer for Fields and Equipment for more than one team.

### **REFEREES (2-3 people)**

- Attends an eight hour certification (new refs) or a four hour recertification in January, February, or March. Exact time, date, and place will be posted on the club Website.
- Referees league games, as a line ref or a center ref.
- Signs up for state tournament and refs at the state tournament as a line or center ref. Is responsible for filing an availability form to BASRA.

During the regular season, each team is required by Montana Youth Soccer Association (MYSA) to have at least two certified referees. MYSA will fine teams who do not provide referees at each game. Team parents are responsible for paying these fines!

At the MYSA state tournaments, if there are not enough certified referees to fill the needed positions, your games will be cancelled. You must sign up for your state tournament at least one month before the weekend of the tournament, not at the tournament referee meeting! Sign-up will be available at the BASRA Website approximately four weeks before the state tournament.

As a certified referee, one may be a line ref or a center ref, depending on your own comfort level.

For the first year that you ref, if you ref three games, you can ask for reimbursement for the referee course from the club. Recertification is not reimbursed. Referees are paid per game and can pick and choose their schedule.

Do not volunteer for Refereeing for more than one team.

#### **FIELD MARSHAL**

- Marshals at all home games, taking care of any problems which might arise during a game.
- Marshals at the Magic City Classic tournament and the NCS RQT state tournament in Billings.
- Works with the center ref to take care of a problem parent, coach, or fan.
- Enforces 'No Dog/Tabacco/Alcohol' policy at Amend Park.
- Encourages parents and players to pick up litter at practice and Amend Park.
- Takes care of lost and found articles.

Do not volunteer for Field Marshal for more than one team.

#### **OFFICE HELPER**

- Works directly with the office in February to assemble the team book.
- Insures team player pics have been uploaded (should have knowledge of how to send, receive, and upload player pics), makes, and laminates the team player cards in March.
- Accounts for, collects, and distributes the coach reimbursement.

#### **VOLUNTEER HOURS TRACKERS (2 people)**

- With the coach, finds volunteers for different roles in the team and club and is responsible for filing a completed Team Volunteer List and turning it into the office.
- Collects and accounts for family volunteer checks in March.
- Tracks the volunteer hours completed by team parents.
- Submits the one page Team Volunteer form that reports individual family volunteer hours to the office at the end of the season.

#### **TOURNAMENT VOLUNTEERS (2 people)**

- Attends Classic or NCS RQT tournament meetings and serves on a tournament committee (t-shirts, referee hospitality, field marshal coordinating, tournament ad coordination, publicity, field preparation, motel arrangements for state personnel and out of town teams, team check-in, referee check-in, etc.), working closely with the Classic Director. Or volunteers on the Classic or NCS RQT weekend and helps do one of the jobs listed above.

#### **TOURNAMENT AD VOLUNTEER**

- Collects two full page ads from local sponsors or parents for the Classic tournament booklet in February/March.

#### **HOTEL/TOURNAMENT COORDINATOR**

- Coordinates team motel and bus (if there is team interest) arrangements for out-of-town travel, for the state tournament, and for Regionals, if applicable.



## MAGIC CITY SOCCER CLUB TEAM VOLUNTEERS

Date: \_\_\_\_\_

*Please complete in ink. Every family should be signed up for at least one slot to help fulfill their volunteer hour quota. Please do not let families double up in any one slot (i.e. two team managers).*

Team: \_\_\_\_\_

Practice Place: \_\_\_\_\_ Days: \_\_\_\_\_ Time: \_\_\_\_\_  
(April-June)

We will attend the following tournaments this season: \_\_\_\_\_

### Coach

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Assistant Coach

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Team Manager

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Fields & Equipment (#1)

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Fields & Equipment (#2)

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Fields & Equipment (#3)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Referee (sideline or center) (#1)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Referee (sideline or center) (#2)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Referee (sideline or center) (#3)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Field Marshal**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Office Helper**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Volunteer Hours Tracker (#1)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Volunteer Hours Tracker (#2)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Tournament Volunteer (Magic City Soccer Classic Tournament)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Tournament Volunteer (NCS RQT State Tournament (Billings, MT) if on a Premier team)**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Tournament AD Volunteer**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Hotel/Tournament Coordinator**

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**If you already hold one of the following positions, please fill out. These positions also count towards your volunteer hours:**

**Board or Committee**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Weekly Office Helper**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Please return these forms, no later than February 7th to:**

**Magic City Soccer Club  
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