



MICRO VOLUNTEER JOB DESCRIPTIONS (2012)

All volunteer positions must be held by an adult member of the player's family.

COACH (REQUIRED) & 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) and receives approval by the Magic DOC and head coach.

TEAM MANAGER (REQUIRED)

- Works with coaches in determining practice times and locations.
- Contacts and relays information from coaches to players.
- Checks that all families are signed up for club e-mail and regularly check magiccitysoccer.net.
- Notifies families of fundraising opportunities (discount cards available in February).
- If team is formed, notifies families of uniform try-on times (mid-January) and picks up team uniforms from the office in February or March after announcement is made on the club Website.
- If team is formed, notifies families of the Annual General Meeting time (late January).
- Notifies team when schedule is published on Website.
- Works directly with the office in February to assemble the team folder.
- Attends a rules clinic in March.
- Is responsible for overall management of all team volunteer positions.
- Disseminates information and decisions from the Magic board to the players and parents.
- With the coach, finds volunteers for different roles in the team and club and is responsible for filing a completed Team Volunteer List.

FIELDS AND EQUIPMENT VOLUNTEERS (2 people) (REQUIRED)

- Helps to stripe the fields on one of the following prep days at Amend Park:
 - (1) New season preparation will be scheduled and posted on the website.
 - (2) Field prep for the Magic Classic tournament will either be the weekend or week before Classic Saturday. Please watch the Website for specifics.
- Helps set up the nets at Amend Park at 7:00 AM on Saturdays or as scheduled by the club.

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

REFEREE

- Attends an eight hour Grade 9 Certification for new refs or a four hour recertification:

***Grade 8 Referee RECERTIFICATION (Adults that WERE certified last year)
Dates to be announced.***

***Grade 8 Entry Level Referee CERTIFICATION (Adults that WERE NOT certified last year)
Dates to be announced.***

*Grade 8 Referee Bridge Course (Grade 9 REC Certification to Grade 8)
Dates to be announced.*

*Grade 9 RECREATIONAL Referee Certification (Youth/Adults that WERE NOT
certified last year)
Dates to be announced.*

- Referees, as a line ref or a center ref, any league games.

As a certified referee, one may be a line ref or a center ref, dependent 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. For more information call Mike Mayott at mmayott@imt.net.

Do not volunteer for Refereeing for more than one team.

FIELD MARSHAL (REQUIRED)

- Marshals at all home games, taking care of any problems which might arise during a game.
- Marshals at a Micro game at the Magic City Classic tournament.
- 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.

VOLUNTEER HOURS TRACKER (REQUIRED)

- Receives and tracks the volunteer hours sent by team parents.
- Collects and records \$50 post-dated volunteer check from each team family in March and drops off checks at Magic office. All team checks must be collected before they are dropped off.
- Reports individual team family volunteer hours to the office at the end of the season on Volunteer Hours Log downloaded from Forms at magiccitysoccer.net.

TOURNAMENT VOLUNTEER (REQUIRED)

- Attends Magic Classic tournament meetings and serves on a tournament committee (t-shirts, referee hospitality, field marshal coordinating, tournament ad coordination, field preparation, team check-in, referee check-in, etc.), working closely with the Magic Classic tournament director.
- Works at the Classic.

TOURNAMENT AD VOLUNTEER (REQUIRED)

- Collects one full page ad from local sponsors or parents for the Magic Classic tournament booklet in March.