



Coaches	Operations	Finances	Facilities
Boys U9	Game Scheduler (boy's only; shadow this season)	Bookkeeper	Coordinator
Boys U11	Uniforms (various)	Accountant (taxes only)	Field Liners
Girls Jrs	Webmaster	Accounts Payable/Receivable	Goal Maintenance (pre-season)
	Equipment buyer		
	Team Managers		<b>Officials/Umpires</b>
	Field Marshall Coordinator		
	Field Marshalls		
	AED Coordinator		
	AED/CPR operators		

## OPERATIONS

- 2 people: **Game Schedulers** (December/January)

*This is a critical position and must be filled this season in order to provide an opportunity to shadow the current schedulers both of whom will be transitioning out the end of this season.*

- Need one person for boys and one for girls
- One would shadow Helen Roberts, our current boys' game scheduler, and the other Rus Sherman, our current girls' scheduler
- Requires minimum knowledge of spreadsheet software Excel
- Coordinates with our Club field scheduler on field availability and skill level of squads; both ours and opponents (based on coaches feedback)

**Note:** *Rescheduling of games, once the season starts, are up to head coaches and team managers to coordinate*

- 1 person: **AED Coordinator and AED/CPR Operator (several)**

*With a grant from the Hank Harris Foundation, the Club will be purchasing two portable, automatic external defibrillators (AED). The AED coordinator would ensure that the state requirements regarding training, maintenance, etc. will be addressed, monitored and tracked including making arrangements for training.*

*And for those wondering about liability: California's SB 911 provides immunity from civil liability to "any person who, in good faith and not for compensation renders emergency care or treatment by the use of an automated external defibrillator at the scene of an emergency, has completed a basic CPR and automated external defibrillator (AED) use course that complies with regulations adopted by the Emergency Medical Services (EMS) Authority and the standards of the American Heart Association or the American Red Cross for CPR and AED use..."*

- AED/CPR Operator

- Attend 3 hour training class, offered by Central County Fire Department in Burlingame (classes are nights or weekends)
  - Identify yourself to the field marshall or scorekeeper table during home games as CPR/AED trained
- 2 people: **Uniform Coordinators**
  - Work with Heidi Carey, uniform chair for the 2009 season, on the following:
    - Inventory existing uniforms (fall)
    - Order backfill as needed (late fall, early winter)
    - Order/Purchase pinnies for season (late fall, early winter)
    - Manage volunteers for uniform distribution to teams at beginning of season (early January).
    - Manage collection/storage at end of season (May)
- 1 person: **Webmaster** (routine maintenance, major update once per year)
  - Work with current Webmaster, Lisa Alms to transition site maintenance
  - Update/refresh content as needed, including practice schedule (1/2 to 1 hour per month)
  - Update game links once the game schedule is finalized

**Note:** *Website is currently hosted by Earthlink which also has its own set of design tools that are fairly straightforward to use as long as you are comfortable on computers.*
- 1 person: **Equipment Buyer** (early/late winter)
  - Work with Teresa Post to inventory existing equipment bags (balls, bags, goalie equipment, cones, first aid kits, etc.)
  - Develop 'shopping list' of required items to backfill as needed for beginning of season
  - Place orders/shop for items as needed with guidance from coaches/Lisa
- 1 for each team: **Team Managers** (Feb-May, 1-2 hrs/week)
  - Manage communication to parents from coaches regarding practices, games, etc.
  - Confirm games with opposing teams
  - Confirm officials for home games (online via thearbiter.net)
  - Find scorekeepers/timers for home games
  - Coordinate game day water
  - Requires email proficiency
- 1 person: **Field Marshall Coordinator** and (several) **Field Marshalls** (March thru May)  
*NCJLA requires that the home team club has a single point of contact on the field during all home games at all times representing the club who does not have any other responsibilities, i.e. coach or team manager.*
  - Field Marshall Coordinator**
    - Make sure scorekeeping equipment is at the field(s) for games
    - Replenish scorekeeping boxes as needed including first aid items, batteries for timers, etc.
    - Arrangements for restrooms are made
    - Lights, if needed, have been arranged for
  - Field Marshalls**
    - Available during game(s) to answer questions from officials, coaches, parents, players – both home and visitor
    - Make sure field is left in good order, i.e. make sure all the teams pick up after themselves
    - Ensure scorekeeping equipment is collected (after last game of the day)

## FINANCES

- 1 person: **Bookkeeper**

*This person would work with Kim Ohlund, our current book keeper, who is transitioning out the end of this fiscal year (June 2009).*

- Should know Quicken software
  - Time commitment varies but averages about an hour a month including reconciling accounts. During the season it may be slightly more.
  - The Club has two accounts: checking, for general operations; and money, for funds earmarked for field improvements.
- 1 person: **Accounts Payable/Receivable**
    - Authorize bills & expense reports, prepare checks for Club CFO or president to sign and send out
    - Provide associated back-up, i.e. invoices, etc. to book keeper
    - Deposit registration checks and other monies (because registration is online, sPortability sends us a monthly check reflecting the registrations of that month so deposits are minimal)
  - **Accountant**
    - Work with our CFO, Brad Barrett, on yearly tax preparation and filing (this can be a referral to someone else or to a firm preferably one that understands non-profit, 501(c3) filings)
    - We are willing to compensate accordingly

## FACILITIES

- 1 person: **Facilities Coordinator**
  - *Coordinate efforts of field liners and maintenance/distribution of goals as needed*
  - *Provide access to storage locker pre/post season for equipment storage (portable goals, field paint, field liners)*
- 2 people (or more): **Field Liners** (March – May)  
*The Club owns two portable field lining machines*  
*Lining instructions/diagrams/dimensions will be provided*
  - Line grass home game fields (boys and girls) beginning of the season
  - Reline throughout the season as needed (based on game schedules/weather)
  - Ensure inventory of field paint is available (yellow for girls, white for boys) as well as field lining machines
- 2 people: **Goal Maintenance** (Jan/Feb)
  - Ensure goals are distributed/transported where needed (throughout the season, access to pick-up truck required)
  - Repair/string goals beginning of the season as needed
  - String new goals as purchased

## BOY'S OFFICIALS/GIRL'S UMPIRES (must be 18+ yrs of age)

- All levels of play
- Training available (classroom and field) Feb 7 (or 8) at 5 TBD locations around Bay Area
- 10 game schedule, \$45 per game
- You choose your games (electronic assignment)
- Mentoring program to assign novices with experienced officials