

## SRVC Parent Volunteer Job Descriptions - Last Updated August 16, 2018

Position	Per Team	Responsibilities
Team Manager	1	<p>The team manager serves as a primary point of contact between their team and the Volunteer Coordinator regarding general team matters such as club policies, tournaments and team volunteer positions. The following list are the primary tasks:</p> <ul style="list-style-type: none"> <li>● Coordinate with Volunteer Coordinator to ensure all team volunteer positions to be filled before the beginning of the season</li> <li>● Facilitate communications for the team regarding tournament details (pools/game schedule and tournament facility information); requires familiarization of the CHRVA website</li> <li>● Report team accomplishments to the Webmaster including a team photo from Team Photographer</li> <li>● Work with Work Team Coordinators to ensure all players become certified scorekeepers and assist those players getting their first referee certification</li> </ul> <p><b><i>Tournament Preparations:</i></b>  <b>One Week Out</b> - Check the CHRVA website “pools” tab for upcoming tournament one week prior and let coaches know what time the first game is scheduled. Find out from the coaches what time players should arrive and what color jersey should be worn. Send this including pool information to the team roster. In addition, include the exact address and any directions that are posted, details about food concessions and what you are allowed to bring, what time to arrive and the game schedule</p> <p><b><i>Scrimmage Preparations:</i></b>            Send scrimmage reminders to your team/age group along with any related information or details provided by your team’s head coach.</p> <p><b><i>Share Tournament Results:</i></b></p>

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		<p>Share the team's tournament accomplishments by sending photograph(s) from the team Photographer along with a short paragraph summary of the news/event to club webmaster.</p>
Work Team Coordinator	3	<p>Register with CHRVA (include the background check and SafeSport option). SRVC reimburses for these expenses. Provide receipt to Treasurer.</p> <p>Must become a certified scorekeeper. To get scorer certified, register for CHRVA (include the background check option) and take the online Scorekeeper Class. See step by step instructions on bottom of CHRVA home page "scorekeeper certification". SRVC reimburses adult volunteers for registration/class expenses.</p> <p>Ensure all team players become scorekeeper certified. This requires them taking online scorekeeping classes and getting "ratings/evaluations" completed. Encourage them to take all certification classes and to possible become referee certified.</p> <p>Prior to the tournament, ensure all scorekeeping, referees and line judges are assigned according to the SRVC work schedule. Assist with scorekeeping table at tournaments and ensure their team has the necessary work team available for all required tournament working matches. Teams must have a certified adult scorekeeper at each tournament.</p> <p>Keep track of the work teams throughout the season.</p>
Social Coordinator	2	<p>Register with CHRVA (include the background check and SafeSport option). SRVC reimburses for these expenses. Provide receipt to SRVC Treasurer.</p>

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		<p>Plan and chaperone a minimum of 2 team outings or activities during the season. These events are paid for collectively by the participants. The Social Coordinator is responsible for all related finances.</p> <p>Work with Events Coordinator to coordinate end of season party.</p>
Game Statistics	3 - 4	Take game stats at each tournament per the coach's direction. After each tournament, enter game stats into a spreadsheet (provided by SRVC) and email to coach after tournament. Talk directly to your coach regarding expected turnaround time.
Photographer	1 - 2	Take pictures at tournaments, social events and outings and provide to team manager as needed, post on SRVC social media sites or designated team photo site for parents and authorized members to view and/or download.
Videographer	1 - 2	Work with head coach to discuss requirements and record videos at tournaments. Provide videos to coaches at first practice following the tournament or as instructed.
Culture Keeper	1 - 2	A Positive Youth Sports Culture involves not only the coaches and athletes, but also parents and fans. That's where the Culture Keeper comes in. The Culture Keeper's job is to spread the word about Positive Coaching to parents and fans both on and off the court. May need to remind parent/player of the USAV and SRVC Code of Conduct.

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Beach		<p><b>TBD</b></p> <ul style="list-style-type: none"><li>• Outdoor uniforms (beach) for Coaches and Players??</li></ul>
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