

Parent Volunteer Program for U10, U12 and U14 Division Area League Playoffs

As part of the qualifying system for teams to advance to the Invitational Area League Playoffs, parents must volunteer during the season. All volunteer positions must be filled for each game time. Parents can donate their time before, during or after their child's game.

This year we've set up an ONLINE volunteer schedule database. Not only will the new online system reduce our scheduling effort, it also allows you the opportunity to view all volunteer assignments, and to schedule yourself into any open slot you desire. Parents can donate their time before, during, or after their child's game. Schedule yourself early in the season in order to get the assignment that works best for you. You may also schedule yourself for as many weeks in advance as you want! If you sign up and can't make it, have someone fill in or go on-line and cancel your position so someone else can sign up.

When you are ready to sign up for your volunteer slot, go to <http://www.cgisports.com/vol/5137/> and click on the "please register now" link. You will be prompted to enter your first and last name, email address, and asked to choose a user name and password. Choose the "one, two, three, four, or five team" option depending on how many children you have playing and how many teams they are on. The hit "submit request" and an email will be sent to the volunteer scheduler to approve your registration. Registration should be approved within a 24 hour time. Once approved, you will again go to <http://www.cgisports.com/vol/5137/>, login, and choose your volunteer opportunity. When you sign up, your name will show up in Blue. When your request is approved, it will be changed to Black. We will try to approve all requests in a 24 hour period. Of course, we will try to honor all requests.

**Please note the opportunities that begin with "BW" designate the Berylwood Fields while "FF" designates Foundation Fields opportunities.

The volunteer positions include the following duties:

- 1) Field Set Up Supervisor – Must be at the fields by 7:15 am to make sure each team starting the game day is setting up the goals and painting the fields. Each team is responsible for one half of the field set up. The Supervisor is responsible to make sure the goals are properly secured with seven ground stakes. (Two on each ground bar, one in front and one in back. This stops the goal from tipping forward). Three stakes on the rear net area positioned equally between the goal posts.
- 2) Field Tent Assistant – This volunteer position starts at 8 am and continues till the end of playing day. One hour requirement to assist board members at the field tent to answer and direct participants during the games. You will be advised upon arrival of the different requirements necessary to assist individuals.
- 3) Field Monitor – Responsibilities include picking up an orange vest and radio from the informational tent and observing all individuals on the game sidelines to make sure there is no unnecessary disruptive or derogatory language or actions against the players, referees or other team spectators. If you observe any of these items please contact the information tent to report it to a regional board member.
- 4) SAYSO Newsletter Delivery – Prior to and/or during a game, the delivery person must pick up the necessary amount of Newsletters from the informational tent to distribute to the parents on the sidelines of the game.
- 5) Parking Lot Painter – 7 am arrival to assist in painting the parking lines in the parking lot.
- 6) Field Painter Retrieval – At 9 am all field painters must be returned to the paint storage bin located in the green storage area by the parking lot. Responsibilities include taking the painters from the game areas and returning them to the storage bin. When at the bin remove all empty paint cans and place them in the paint can trash can. Replace the empty cans in the box's with new cans. The painters can be stored on the left side of the storage bin.
- 7) Field Breakdown Supervisor – This is at the end of the last game of the day at each field. Each team is responsible to breakdown one goal and make sure the fields are clean. The Supervisor is responsible to make sure when the parents are breaking down the goals they slide the netting along the poles to be left on the top single bar of the goal structure. **DO NOT REMOVE THE NET FROM THE GOAL COMPLETELY. YOU MUST LEAVE THE TREADED NET ON THE TOP BAR OF THE GOAL STRUCTURE.** The easiest way is to not take the goal apart until you remove the stakes, tip the goal forward and slide the net along the bars up to the top bar.

Then you can start disassembling the goal parts. Make sure you place all parts in the goal bag along with the two corner flags. Don't forget the flags. The last item is to place the hammer and seven stakes in the black utility bag. Make sure you have accounted for all seven stakes as the park district lawnmowers do not like to have their blades broken and the replacement is in the hundreds of dollars. Be sure you collect both trash cans and walk them to the front entrance of the green storage container. We will take them from there.

8) Referee Volunteer – One parent from each team must volunteer to become a volunteer referee and referee at least two games during the regular season.

Please remember this is not a mandatory volunteer system. This will be evaluated along with the included requirements for a team to be invited to the Area League Playoffs. Because you have won your division does not entitle you to an invitation. All aspects of participation outlined above will be considered.

Additional Volunteer Positions **Not Included in the Invitational Program**

The AYSO soccer program requires voluntary participation of each family. There are various jobs listed below requiring different time demands. If each family takes one job, the program will be off to great start!

Except for coaches, referees and board members, most of these jobs require only few hours of involvement during the whole season. Additional spaces are placed on the form to allow the coach to fill the volunteer needs of his or her team. Note that everyone participates in sideline clean up as well at practices.

Referee(s) - Each team must supply at least one referee for the season. Referees in the lower divisions U6 & U8 officiate their own team's game when they are the home team. Referees in the upper divisions U10, U12, U14 do not officiate their own team.

Pre-season Field Painter - This volunteer must be available to help mark out the fields in preparation for the start of the season.

Field Set Up/Take Down - If your team is the first or last of the day, you are responsible for setting up or taking down the nets and corner flags and goals. Do not remove the netting from all the posts. Before disassembling the goal slide the netting to the center top bar and leave on the bar. You can then take the goal apart.

Team Parent Coordinator - Will attend Team Parent Meeting. Responsible for keeping the rest of the team informed, usually via telephone and email. Organizes the contact list and snack list.

Picture Day Coordinator - This is the contact person for Picture Day. Communicate time and location to the team. Coordinates volunteers to help at picture day and picks up and distributes photos when they arrive.

Team Party Coordinator - Plans the end of season gathering (optional).

Sponsorship Coordinator - Helps find a sponsor for their team. Sponsor name should be on the team banner.

Banner Coordinator - Collects money and orders banner. Brings banner to each game and displays on the sideline.

Sponsorship Letter - Our region agreed to find sponsors to support our program instead of selling goods and organizing fundraising activities. You will find the Team Sponsorship letter and Sponsorship form in this manual that you will need to complete and return. Please take a minute to read the letter and decide as a team how you can find a sponsor.

Banners - Many of the teams choose to have banners for their team. These are *optional* and your team will need to decide if they want to have one or not. You may choose to purchase one or make one of your own – it is entirely up to you and your team.

