

	NORDIC SOCCER CLUB	Nordic Soccer Club PO BOX 674 Essex Junction, VT 05453 Tel (802) 288 9577
	PARENT VOLUNTEER INFORMATION AND FORM	info@nordicsoccer.org
	2007-2008	Nordicsoccer.org

All Volunteer Information:

- The Nordic Soccer Club relies heavily upon parent volunteer positions to help keep the team and club organization running smoothly.
- Each volunteer position is different and has its own set of responsibilities.
- There are many volunteer positions, which every team needs to fulfill.
- There are volunteer positions that may vary from team to team depending on what the Team Manager and/or team deems necessary.
- ***It is required of each Nordic parent to volunteer for more than one volunteer position.***

Volunteer Position Explanations:

- **Team Manager:** this person is in charge of the entire team organization and all communication between team/coach and Nordic administrator. The team manager is responsible for the organization of all team items and for the coordination of all volunteer positions. (Separate document to explain entire role—see Nordic Administrator.)
- **Uniform Coordinator:** this person is in charge of all “Nordic Gear” orders and communication between the team/manager/coach/Nordic administrator and New Horizons. The uniform coordinator is responsible for the distribution and collection of paperwork, the collection of money for uniform orders, optional gear orders, and/or Holiday orders, and for the collection and distribution of the orders from New Horizons.
- **Travel:** this person is in charge of travel organization and all communication between the team/manager/coach and Nordic administrator. The travel coordinator is responsible for making team arrangements for all travel to tournaments and games that require car or bus travel.
- **Hotel Coordinator:** this person is in charge of hotel organization and all communication between the team/manager/coach and Nordic administrator. The hotel coordinator is responsible for making team arrangements for all travel to tournaments and games that require a hotel/overnight stay..
- **Team Treasurer:** this person is in charge of all team accounting. Accounting could consist of: depositing of team fundraising money, paying for team breakfasts/lunches/dinners, team coaches per diem travel fees, team gifts, team donations, etc...
- **Super Y or Region I League Coordinator:** this person is in charge of all organization and communication between the team and the league. The coordinator is responsible for all player/coach/team paperwork and rosters, and reporting of scores/outcomes of the games to

the league. This person works closely with the coach to make sure all league rules are followed.

- **Nordic Dinner-Dance Committee Member:** this person is in charge of the communication between the team and the committee. The dinner-dance committee member will be responsible for getting the team donation or team “basket” organized by the team, and for distribution of the dinner-dance tickets among the team and assuring all tickets get sold.
- **Nordic Cup Committee Member:** this person is in charge of the communication between the team and the committee. The Nordic Cup committee member will be responsible for making sure every parent on the team has volunteered for at least a 2 hour time slot at the allocated field.
- **Nordic Cup Volunteer:** every parent will be responsible for a 2 hour time slot at the Nordic cup. (FYI: if parent has more than one child on more than one team, then that parent is to volunteer for each team.) (Keep in mind this is our home tournament so we, as a club, are responsible for its’ operation and success. You may not get to see your child play at the Nordic Cup, but at away tournaments you get to sit back, relax, and watch your child play.)
- **Indoor Center Field Prep:** this person will help Nordic Staff set-up and take-down the indoor center fields as needed.

Parent Responsibility:

- The above volunteer positions are suggestions and recommendations for each team. (They are not written in stone and each team manager/team is in charge of what positions exist.)
- Team managers/team are in charge of filling all these volunteer positions and/or creating more volunteer positions if the team sees a need for more.
- Parents keep in mind that you are asked to volunteer as much time as you can because the overall success of the players/team is dependent on your volunteering.
- Also keep in mind that whatever you do not volunteer for, the team manager is then left to pick up the slack.

How to fill out the Volunteer form:

- 1) Each family needs to fill in the volunteer form and hand back to your team manager.
 - a. This form is a record for all the information your team manager needs.
- 2) Check all the areas that you would be willing to volunteer for.
 - a. Note: if you do not place a check next to your area or interest the team manager will assign you a volunteer position.
- 3) Every parent will notice the Nordic Cup volunteer position is already checked.
 - a. Nordic Cup is usually the same weekend as high school graduations, so you know now, you will want to choose volunteer time slots around this event if applicable.
- 4) Make sure you list as much information as possible for your team manager.
- 5) Write very carefully and clearly so the information can be read.



NORDIC SOCCER CLUB PARENT VOLUNTEER FORM

2006-2007

PAGE 1

Return to:
Team Manager

PLAYER INFORMATION: (print clearly and legibly.)

Player's Name:	
Player's Jersey Number:	
D/O/B:	
Player's Mailing Address: (Street) (City, State, Zip)	
Player's Phone Number (H):	(cell):
Player's E-mail (H):	(school):

PARENT INFORMATION: (print clearly and legibly.)

<u>Mother:</u>		
Mailing Address: (Street) (City, State, Zip)		
Phone Numbers (H):	(W):	(Cell):
E-mail: (H)	(W):	

<u>Father:</u>		
Mailing Address: (Street) (City, State, Zip)		
Phone Numbers (H):	(W):	(Cell):
E-mail: (H)	(W):	

Other E-mails:	
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	NORDIC SOCCER CLUB PARENT VOLUNTEER FORM	PAGE 2
	2006-2007	Return to: Team Manager

VOLUNTEER POSITIONS:

**(YOU MUST PLACE A CHECK NEXT TO YOUR AREA OF INTEREST
or the team manager will assign you a position.)**

- Team Manager**
- Uniform Coordinator**
- Travel Coordinator**
- Hotel Coordinator**
- Team Treasurer**
- Super Y or Region I League Coordinator**
- Nordic Dinner-Dance Committee Member**
- Nordic Cup Committee Member**
- *Nordic Cup Volunteer**
- Indoor Center Field Prep**

*Everyone volunteers for the Nordic Cup. This helps keep down the cost to you because the club does not have to hire outside help.

OTHER VOLUNTEER POSITIONS: as decided upon by team

