

Tournament Administration Jobs for SYC Teams

Teams will need volunteers to fill all of these jobs

Virginian Team Representative

Purpose: Act as a liaison between their soccer team parents and the Virginian staff.

Requirements:

- 1) Attendance at monthly (Jan- Jun) Virginian planning meetings. Some meetings will be held via conference calls. In-person meetings will be held in Barker Hall at Washington Irving Middle School with the exception of one of the meetings in May which will be held at the Hyatt Fair Lakes Hotel (the tournament headquarters hotel). All meetings take place on the second Monday of the month.
- 2) Ensure that “parent team jobs” are filled and job duties are carried out.
- 3) Responsible for Tournament Manual book preparation. Once complete, the book will be given to your team Site Coordinator to use over Tournament Weekend.

Skills needed: Willingness and ability to attend Virginian meetings once a month. The ability to disseminate information in a timely and complete manner to their team.

Suggestion: The person taking this job should not be the team manager unless they realize that during the spring soccer season they will be busy handling both team duties and tournament duties.

Age Group Coordinator (AGC) (One per age group needed)

Purpose: To seed the teams that have applied to the tournament in the proper division/bracket.

Requirements: Ability to review on-line applications of applied teams in late March and early April (will be trained). Willingness to research league/tournament records and competitiveness of teams. Place teams in appropriate competition divisions. Reject teams.

Heavy workload the last two weeks of April during team selection.

Skills needed: Understanding of all 4 competition divisions (Virginian Cup, Gold, Silver and Bronze). **Knowledge, or the ability to determine, the skill level of teams that have applied.**

Suggestion: Almost all job duties are completed by the end of April after team selection has taken place.

Advertising Coordinator

Purpose: To coordinate tournament program ads sold by the team and any sponsorships the team may secure.

Requirements: Provide information/guidance to team parents in selling tournament program ads or sponsorships.

Skills needed: Outgoing, comfortable talking with businesses to secure ads for the program book. Ability to keep track of ads/sponsorships sold.

Site Coordinator

Purpose: To oversee smooth operation of the tournament at a particular field or site.

Requirements: Must attend Site Coordinators training meetings. Will oversee all tournament job positions at site and ensure all tournament duties are carried out. Will be the on-site “guru” and will address any concerns from participating teams during the tournament. Ensure that all rules and procedures are followed at that site. Will act on behalf of the Tournament Director at their site. Will need to be at the field or site for the entire weekend (or ensure that adequate coverage is in place when absent).

Skills needed: Organization, ability to meet deadlines, handle many details and supervise. Customer oriented to handle on-site interactions with players, parents, coaches and referees.

Other Info: A Site Coordinator is a “mini-tournament director” at their site. Training is provided by attending the Virginian Planning Meetings. During these sessions site coordinators will learn how to handle weather delay’s, referee issues, how to break a tie, how to record a score, what to do in an emergency and many other important details.

Field Equipment Coordinator

Purpose: To coordinate all equipment (goals, field paint, liners, flags, tents, etc.) at a particular field or site.

Requirements: Ability to pick up and carry (with help) goals, flags, etc. from SYC warehouse and take to site. Coordinate all equipment needs.

Skills needed: Ability to put up nets, goals and corner flags, and load and unload equipment from warehouse/car.

Field Marshal Coordinator

Purpose: To coordinate all field marshal needs at particular field or site. Field marshals are responsible for checking in teams before each game and recording of scores and any cards (yellow/red) after the game on the scorecards.

Requirements: Attend Field Marshal meeting/training in early May. Establish field marshal schedule for parents and provide guidance on field marshal responsibilities at that site. Coordinate field marshals during the tournament and ensure that all fields are covered at all times.

Skills needed: Customer friendly disposition as job involves working with participating coaches and team managers.

Concession Coordinator

Purpose: To provide refreshments at a particular field or site.

Requirements: Must coordinate all plans for concessions including, but not limited to, concession location, concession equipment needs (tents, tables, etc), food and beverage needs and parent staffing schedule.

Skills needed: Customer oriented to handle on-site interactions with players, parents, coaches and referees.

Note: *Not all sites allow sales of concessions. Once field assignments are determined your team will be notified as to whether concession sales are allowed.*