

## 2019 Virginian Elite Soccer Tournament Paid Pre-Tournament Jobs

<b>Team Jobs 2019</b>	<b># of teams</b>
Awards Coordinator	1
Equipment Distribution	2
Field Marshall Books & Bibs	2
Site Room Materials	1
VYSA Report	1
Coaches Bags	1

Please review the team jobs. If you have any question, email Dotty at [director@soccertournament.com](mailto:director@soccertournament.com) or Katrin at [Katrin.Motk@ihg.com](mailto:Katrin.Motk@ihg.com). If your team elects to apply for a Paid Pre-tournament job, please email both of us which team job you would like and an alternative selection.

**Job:** #1  
**Job Name:** Awards Coordinator  
**Pay:** \$800

Virginian Contact: Katrin Motk  
Phone: 571-373-2166  
Email: [Katrin.Motk@ihg.com](mailto:Katrin.Motk@ihg.com)

No. of Volunteers Required: 2-3  
No. of Hours Required: 20 per person  
Total hrs: 60 hrs

Job Description:

Work with the Tournament Administrative Assistant to identify the number of awards needed at each Championship site.

Coordinate with Tournament Administrative Assistant to meet at SYC Warehouse and pick up all awards.

Pack awards for Championship sites and label all boxes by site. Return all awards to the SYC Warehouse by May 23, 2017.

Work with Tournament Administrative Assistant for any additional awards being handed out.

Coordinate with Tournament Administrative Assistant about getting left over awards to storage.

**Job: #2**  
**Job Name: Equipment Distribution**  
**Pay: \$2,400 (2 teams \$1,200 each)**

Virginian Contact: Katrin Motk  
Phone: 571-373-2166  
Email: [Katrin.Motk@ihg.com](mailto:Katrin.Motk@ihg.com)

No. Volunteers Required: 7-10

- One director to communicate with equipment coordinators and schedule times for them to pick up their equipment.
- Will need to oversee the equipment team the days of distribution and collection. Will need to work with Tournament Administrative Assistant in organizing equipment and making sure each site gets the right equipment.
- Five- seven “runners” to gather equipment from the warehouse as equipment coordinators arrive during their schedule appointment.
- Two people to staff a table checking in coordinators, reading the equipment list and communicating with the runners.

Heavy lifting will be involved

No. Hours Required:

10 hrs developing plan, attending meetings, and coordinating with other teams.

10-15 hrs organizing, distributing and collecting equipment. (Distribution will be on Weds. May 24<sup>th</sup> after 4pm. Equipment return will be on the afternoon/evening of Monday, May 29<sup>th</sup>).

Total hrs times ppl: 125hrs (appx)

No. of Volunteers Required: Overall – up to 10 at a time for each specific task  
No. of Hours Required: Overall for person directing job – approximately 20 hrs.  
No. of Hours Required: Overall for “workers” approximately 15  
hours Required (in addition to planning time): Wednesday (prior to tournament), Monday (after tournament),

Job Description:

Teams must meet to determine division of duties and report to the Tournament Administrative Assistant.

Work with Tournament Administrative Assistant to develop inventory sheet for each team POC receiving equipment.

Tournament Admin. Assistant will organize appointment times with equipment coordinators to pick up their equipment at the warehouse. (There is limited parking at the SYC warehouse, so appointments must be organized and kept).

Distribute a flyer with date, time, and any other important information to team representatives at the last Virginian meeting prior to the tournament. (Send via email too)

Help organize the warehouse prior to equipment pick up time to make it easier for runners to gather equipment. (Stage the warehouse).

Each site gets a least one tent (size according to the number of fields and if they have finals or not). Each site should get a table. Some sites get more than one, especially the large sites and championship fields. Reference equipment assignment spreadsheet from the Tournament staff.

On Monday each site will return all tents & tables and all other equipment to SYC Warehouse from 2:00 p.m. to 6:00 p.m. 7-9 volunteers approximately 4 hrs.).

**Job:** #3  
**Job Name:** Field Marshal Books & Field Marshall Bibs  
**Pay:** \$1,600 (2 teams \$800 each)

Virginian Contact: Katrin Motk  
Phone: 571-373-2166  
Email: [Katrin.Motk@ihg.com](mailto:Katrin.Motk@ihg.com)

No. of Volunteers Required: 2-6  
No. of Hours Required: 11 hrs  
Total hrs times ppl: 66 hrs (appx)

Days Required: April-May

Job Description:

Teams must meet to determine division of duties and report to the Tournament Administrator Assistant.

The job consists of updating and preparing materials for the Field Marshal Books for all Fields (approx 80-100 notebooks) and the Field Marshal bibs.

Pick up and wash Field Marshal bibs. Return to the SYC Warehouse by May 23<sup>rd</sup>.

Schedule a time to meet the Tournament Administrative Assistant at the SYC Office to pick up all Field Marshal notebooks. Inventory current books from previous year to determine how many new books might be needed.

Team will assist in purchasing items for inside the book such as sharpie pens, page protectors, etc. as well as making copies of inserts for books (will get reimbursed).

Bulk of job is preparing the Field Marshal books – this will involve removing outdated information and replacing it with new information, stuffing pencil pouches with pens, inserting new materials in each book such as score cards, and field marshal instructions, etc. Work is not difficult, key is to spread the work among a handful of team members and have someone coordinate the project and quality check the contents of the notebooks.

Ensure there is a Field Marshal book for every field at every site. Multiple field sites will have multiple Field Marshal books.

Pick up any print jobs or score cards from the designated printer.

Insert Score Cards into notebooks—usually the week of the tournament.

Pack up notebooks (in alphabetical field order) in boxes (might need to secure several boxes for this).

Deliver packed notebooks to SYC Office no later than Monday of tournament week so they may be distributed from the SYC Warehouse on Wednesday and Thursday.



**Job:** #4  
**Job Name:** Site Coordinator Materials and Distribution  
**Pay:** \$800

Virginian Contact: Katrin Motk  
Phone: 571-373-2166  
Email: [Katrin.Motk@ihg.com](mailto:Katrin.Motk@ihg.com)

No. of Volunteers Required: 3-6 for Thursday prior to tournament  
No. of Hours Required: 4 hours per person on Thursday morning to prepare and organize materials, and 5 hours per person on Thursday evening for distribution of all materials to SYC teams.

Job Description:

Organize all materials for site coordinator pick-up. Items that are delivered to the Site Coordinators are: Scoreboards, Field Marshal Books and Bibs, Athletic Trainer Material, Referee Material, Shirts, Phone Lists, etc. List of materials will be provided. Distribution will take place from the SYC Warehouse on the Thursday prior to the tournament.

Hand out materials to site coordinators.

List teams that did not pick up materials.

Schedule pick up times for each team on Thursday from SYC Warehouse.

Staff site coordinator equipment distribution at SYC Warehouse on Thursday or Friday prior to tournament.

**Job:** #5  
**Job Name:** VYSA Report (Caution & Ejection Portion)  
**Pay:** \$500

Virginian Contact: Katrin Motk  
Phone: 571-373-2166  
Email: [Katrin.Motk@ihg.com](mailto:Katrin.Motk@ihg.com)

No. of Volunteers Required: 1-2  
No. of Hours Required: Approximately 15 hrs.

**Report must be complete by June 30, 2017 and sent electronically to the Tournament Director.**

Job Description:

Prepare post tournament report on all yellow/red cards issued and to whom, list of fields used in tournament, list of champions/finalists, list of participating teams and the home state, and any additional information needed.

The workload is basically data entry onto a Microsoft Excel spreadsheet.

A list of State Associations whose teams attended the tournament and how many teams from each State Association attended. A list of winners and finalists in each age group and/or division. A list of yellow and red cards issued and to whom. A list of how many fields were used. A list of where the fields were located.

You will need one or two volunteers and will probably take about 10-15 to complete, depending on familiarity with Microsoft Excel and the number of team volunteers (15 hours total for the project is about right).

It will take the lead a bit more time since he/she will have to collect inputs and consolidate on an Excel sheet, distribute the reports to the volunteers, pick the reports back up, etc.

After the report is completed it is e-mailed to the Virginian Tournament Director at [director@soccertournament.com](mailto:director@soccertournament.com).

Background:

During the planning stages of the tournament, the Virginian committee will pass out instructions for filling out the score cards (to be filled out by Field Marshals). These score cards contain all the information required to complete the yellow/red card list. Each site will collect and turn in the game score cards to the SYC Warehouse. The team will receive an email from the Tournament Director letting them know all scorecards have been collected and can be picked up from the SYC Office. This is usually about a week or two after the tournament.



**Job: #6 Job**  
**Name: Coaches Bags**  
**Pay: \$600**

Virginian Contact: Katrin Motk  
Phone: 571-373-2166  
Email: [Katrin.Motk@ihg.com](mailto:Katrin.Motk@ihg.com)

No. of Volunteers Required: 4-6  
No. of Hours Required: Approximately 8 hrs.

Job Description:

Unpack Adidas sack packs. Organize all items for the coaches bags and stuff bags with all items available. There are 650 coaches bags to be stuffed. The Adidas sack packs can be taken home to unpack them out of the plastic bags prior to completing this job. The actual stuffing of the bags will be done after May 10th . Time will be scheduled at the SYC Office after hours to complete this task.