



Steel Town Magic Committee Responsibilities

2007 - 2008 Playing Season

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For complete job descriptions go to the STM web-site (Committees page). Not every team will be assigned people to work in each of the following areas. There is a \$ 75.00 charge for not working on a committee. **NOTE:** No committee member has the authority to negotiate any contracts, book facilities or hotels without written approval from the Director, Operations.

Administrator:

Required Position

Prime Responsibility: Contact between coach, parents, and players; handles all administrative details as directed by the Director, Operations and coach; coordinates field usage with team scheduler, coach, and club scheduler; contact with opposing league team managers; keeps passes and roster –presents as every game; pays referees and keeps records of such payments

Qualifications: Good organizer; knowledge of computers, web access; management/communication skills.

Apparel and Uniforms:

Required Position

Prime Responsibility: Distribute order forms for STM uniforms; collect orders with payments; submit summary and details to Director, Operations or other designated person; pick-up uniforms and distribute accordingly; maintain records of orders, distribution and payments for each player. Work with other committee members to select clothing items for marketing to parents.

Qualifications: Good design, inventory and accounting skills.

College Recruiting (Only on Teams U-15 and above):

Prime Responsibility: Work with all other team members to solicit college information, scholarships available, playing availability in college; new committee that will basically set its own direction in helping our players select a college and then gain entrance.

Qualifications: perseverance; detail oriented.

Cup:

Required Position

Prime Responsibility: Distribute all necessary forms for state cup; collect forms in a timely manner and review; check-in team at credentials check prior to tournament; works at tournament for 2 hours every time team plays a game (field marshal, info booth, vending, parking, etc. as assigned by state committee).

Qualifications: Work well with people.

NOTE: 2 people are needed to share this position.

Discipline/Hearings:

Prime Responsibility: sit on hearings required for violators of policy or rules of either STM, PA-West, or US Youth Soccer.

Qualifications: Strong knowledge of STM, PA West and US Youth Soccer rules and policies. Experience in legal areas.

NOTE: Not every team will be assigned this position.

Field Maintenance:

Required Position

Prime Responsibility: Prepare field for team usage; measure field at season start; line each week as needed; set-up and take down nets and corner flags before each game; manage control of equipment box; set up portable goals as requested by coaches during practices. Work on development of new field in Houston.

Qualifications: Good measuring skill; some physical ability required to move equipment; ability to climb ladder. Must be available at majority of practices to set-up equipment.

NOTE: 2 people are needed to share this position.

Fundraising:

Required Position

Prime Responsibility: Team contact for all fundraising activities; distribute forms for each activity; collect order forms and fees; arrange for pick-up and distribution of products; not responsible for maintaining credit records.

Qualifications: Good organization skills; some selling skill required to sell activities to team parents.

Hospitality Committee:**Required Position**

Prime Responsibility: Co-ordinates Hospitality Suite activities with other team hospitality committee members; collects funds from team members; submits detailed record to Director, Operations; attend meeting week before every tournament to arrange team assignments; assign parents to shifts; help maintain Hospitality Suite.

Qualifications: Enjoys working with food; good organizer of funds; communication skills.

Hotel:**Required Position**

Prime Responsibility: Distribute reservation forms to all players; edit forms for completeness and accuracy; return to Director, Operations; review reservation print-out; answer questions from parents re hotels.

Qualifications: Proof-reading skills; good money/forms handler.

Publicity/Web Master:**Required Position**

Prime Responsibility: Main advertising person for team; writes and submits articles on a regular basis for inclusion in the STM newsletter and website as well as local newspapers; writes try-out information and submits to local cable stations and newspapers.

Qualifications: Good writing skills; ability to establish and maintain contacts with local media

Registration (Tournaments):**Required Position**

Prime Responsibility: Distribute all necessary forms for all tournaments (except state cup); collect forms in a timely manner and review; check-in team at each tournament (requires early arrival for each tournament) check-in may be rotated between various committee members where a member can check-in a number of teams

Qualifications: Ability to arrive in tournament city around 5:00 pm; good organizer with required paperwork.

Risk Management**Required Position**

Prime Responsibility: Work with other team committee members to review national guidelines regarding player safety issues; inform coach and administrator when potential problems appear (unsafe goals/equipment), dangerous field, etc.

Qualifications: Some knowledge of risk management or safety issues.

Scheduling:**Required Position**

Prime Responsibility: Focal point for usage of fields for practices and games; works with club scheduler to receive fields, dates and times; prime contact with all opposing teams; communicates with other team managers weekly to supply and receive games times and directions.

Qualifications: Good communication skill; available to make weekly calls (5-6) during the season.

Site Co-Ordinator:**Required Position**

Prime Responsibility: Attend 2-3 home games each playing session other than own child's game. Make sure all equipment is set up, fields are playable, referees and teams arrive on time. Monitor game and be decision maker – club representative on site during game. Have contact info for police, referees, home and away teams. Report any problems/difficulties to club officials after game. A new position for 2007-2008.

Qualifications: Good communication skill.

Statistics and Standings:

Prime Responsibility: Maintain accurate record of all game scores both league and tournaments; submit weekly to Director, Operations. Check PA West and various tournament websites to insure accurate posting of results.

Qualifications: Some computer knowledge – web access.

T-Shirt:**Required Position**

Prime Responsibility: Distribute order forms for tournament t-shirts and other tournament items; collect orders with payments; submit summary and details to Director, Operations; pick-up t-shirts at each tournament and distribute according to preorders.

Qualifications: Good organizer; ability to handle money; can work with extremely tight deadlines and fast turnaround times.

Try-Out:**Required Position**

Prime Responsibility: Man the check-in table for try-outs at various times of the year. Distribute forms to be completed by each player/parent. Collect pictures, birth certificates, and try-fee (indoor only). Assign numbers and bibs to each player after receipt of their form. Collect bibs at the end of session. May be assigned to work try-out other than own team.

Qualifications: Good organizer; good communicator, works well under pressure.

NOTE: All parents will be asked to work at least one shift in the Hospitality Room at each tournament in addition to serving on one of the above committees.