

## APPENDIX B

### **Appointed Positions Definitions**

#### **Equipment Manager:**

- a. In charge of preparing the coaches bag before each season. Coaches bags will be labeled per coach and include: soccer balls (1 per player), goalie shirt, goalie gloves, first aid kit, extra ice packs, pinnies, clipboard, and bucket. All items included in the coach bag will be indicated on the equipment sheet that the coach must sign for. If any equipment needs repair, the Equipment Manager will resolve. If any equipment needs replacing, the Equipment Manager shall send the request to the Treasurer.
- b. In charge of preparing the uniform bag for distribution to players. Uniforms consisting of (contingent on division) shirt, shorts, and socks (sizing will be provided by the Board upon final completion of rosters) will be placed in a zip lock bag with the players name on it. Bins will be provided to the Equipment Manager to organize uniforms by teams. Uniform sizing sheet will be used to indicate what Jersey number and uniform sizing was assigned to the player. Distribution of uniforms will be handled by the Treasurer and Equipment Manager.
- c. Equipment and uniforms will be turned into the equipment manager at the coach's end of season meeting. The equipment manager will soak the pinnies, goalie shirt, goalie gloves, and uniforms in Oxy prior to washing them. Cleaning products will be supplied by DVYSC and reimbursed \$2.50 per load of laundry completed. Upon completion all items will be returned to the upper equipment shed for storage.

#### **Field Manager:**

- a. In charge of making sure the fields are lined prior to the start of a season. DVYSC agrees to pay \$250.00 to start up the fields for the season, each week thereafter DVYSC pays \$100 for each week of line painting. Paint will be purchased from a designated vendor where a store account is created for the Field Manager to purchase paint. In the event that the designated vendor does not have what DVYSC needs, the Field Manager can purchase paint elsewhere and be reimbursed by DVYSC.
- b. At the end of each season, the Field Manager will place pins to mark the fields during the off season. If any maintenance is needed on the fields, it must be reported to the President of DVYSC, who will speak with the facilities representative.
- c. After each fall season, the field lining machine is taken to a maintenance facility for winterization by the Equipment Manager and brought back to the upper equipment storage shed.

#### **Play It Forward Program Manager:**

- a. In charge of placing bins at approved locations to collect soccer cleats and shin guards. Once items are collected, DVYSC will supply plastic containers to store the items in.
- b. Play It Forward sizing document will be updated to show what sizes are available for anyone in need of cleats and shin guards.
- c. Soccer cleats and shin guards will be kept in the lower equipment shed for easy distribution.

**Fundraising Manager:****Spirit Store**

- a. In charge of coordinating with graphics provider dates to open and close the store each season, if applicable. This includes adding and/or removing any items in the store.
- b. Send an email draft of notice to parents/legal guardians to the Secretary to send to registered families.
- c. Once the orders are ready, orders are distributed to the parents/legal guardians by the manager.

**Pictures**

- a. Coordinating with the photography company and building location to secure a date.
- b. Creating a contract with the photography company for funds received on each purchase.
- c. Creating a photography team schedule.
- d. Send an email draft of notice to parents/legal guardians to the Secretary to send to registered families.
- e. Coordinator on picture day.
- f. Handling any picture delivery to appropriate teams.

Any additional fundraiser approved by a majority of Board of Directors

**Social Media Manager:**

- a. In charge of updating the website [www.dvysc.com](http://www.dvysc.com) and Facebook page with any important notes and events that are provided to him/her by the DVYSC Board of Directors.
- b. Funnels any media inquiries to the Vice President.
- c. Ensures all shared pictures are parent approved.

**Snack Shack Manager:**

- a. Coordinates any permits need to run a snack shack
- b. Make sure all paperwork / plans are submitted in a timely manner.
- c. Purchases any items to be sold.
- d. Creates a menu and pricing on items to be sold.
- e. Creates a sign up to staff the snack shack.
- f. Must sign an agreement with the Board of Directors to handle money.