

NNFC TOURNAMENT PARENT INVOLVEMENT



In order to provide quality and successful tournaments each team's management and parents must get involved. Planning for each tournament is started months in advance and many volunteer duties are available. Each player's family should plan on volunteering a minimum of about 3 or 4 hours per year for tournaments (currently we sponsor 3) so no one family or team will feel they are doing more than their share of volunteering. As part of the whole NNFC experience and with a lot of new families joining your child's team all members need to feel that they are a part of the club and not all alone with their own individual NNFC team. By participating in tournaments and volunteering your time we can all get to know one another and provide a great tournament experience for all teams in NNFC as well as those coming to play from other clubs. I have provided a list of all tournament volunteer duties and a brief description of what each assignment entails. Some of the duties will be tailored or even not needed due to the field locations and determined after playing fields are secured. Thank you in advance for volunteering your time and energy to provide the best tournament experience for all teams involved.

TOURNAMENT VOLUNTEER RESPONSIBILITIES & DUTIES

- SITE COORDINATOR
 - OVERSEES ALL FUNCTIONS AT FIELD TO INCLUDE TEAM REGISTRATION, SET-UP, TAKE DOWN, HEADQUARTER TENT, FIELD MARSHALLS, CONCESSIONS, SCHEDULING, & ALL EMERGENCIES AS THEY ARISE
- HEADQUARTER TENT
 - MAKES SURE MATCHES ARE STARTING ON TIME
 - RECORD MATCH SCORES IN MASTER BOOK
 - POSTS GAME SCORES ON MASTER SCORE EASEL
 - ANSWERS GENERAL QUESTIONS AS THEY ARISE
 - CALL IN MATCH SCORES TO TOURNAMENT DIRECTOR PERIODICALLY TO POST ON WEB SITE
- REGISTRATION
 - CHECK IN ALL TEAMS AT LEAST 1 HOUR PRIOR TO 1ST MATCH
 - VERIFY ROSTER, PLAYER PASSES INCLUDING GUEST PLAYERS
 - VERIFY MEDICAL RELEASE FORMS FOR EACH PLAYER
 - VERIFY PERMISSION TO TRAVEL IF APPLICABLE
 - OBTAIN TEAM EMERGENCY CONTACT INFORMATION
 - PROVIDE ALL TEAMS WITH LATEST GAME SCHEDULE
- FIELD SET-UP/ FIELD TAKEDOWN
 - SET-UP HEADQUARTER TENT TO INCLUDE TENT, MASTER SCORE EASEL, TABLES
 - ENSURE GOALS ARE IN PLACE AND STAKED DOWN, INSPECT NETS FOR TEARS, & RIPS. FIX IF NEEDED. NOTE: IF GOALS ARE NOT STAKED DOWN MATCHES WILL NOT BE STARTED.
 - PLACE CORNER FLAGS IN PLACE PRIOR TO 1ST MATCH
 - ENSURE EACH FIELD HAS SOCCER BALLS TO START MATCHES
 - INSPECT FIELD FOR DANGEROUS OBJECTS, HOLES, ETC.
 - TAKE DOWN HEADQUARTER TENT, TABLES, MASTER SCORE EASEL, & PACK-UP ALL SUPPLIES

- REMOVE CORNER FLAGS IF NEED BE DEPENDING ON LOCATION TO ENSURE THEY ARE NOT TAKEN
 - WALK FIELD TO REMOVE LITTER, BOTTLES, CANS, ETC.
 - ENSURE ALL ITEMS AND SUPPLIES ARE AVAILABE TO SET-UP FIELD THE NEXT DAY AS REQUIRED (USUALLY THE PEOPLE RESPONSIBLE FOR TAKE DOWN SET-UP THE NEXT DAY)
- FIELD MARSHALLS (POSITION NOT NEEDED IF MATCH CARDS ARE USED. WINNING TEAM TURNS IN MATCH CARDS. BOTH TEAMS TURN IN MATCH CARDS IN THE EVENT OF A TIE GAME)
- MAKES SURE MATCHES ARE STARTED ON TIME
 - MAKE SURE FIELD HAS GAME BALL TO START MATCH
 - ALERTS HEADQUARTER TENT OF ANY INJURIES
 - RECORDS SCORE FROM REFEREE, & COACHES AFTER GAME
 - SCORE IS DOCUMENTED IN FIELD MARSHALL BOOK
 - TAKE MATCH SCORES TO HEADQUARTER TENT TO RECORD IN MASTER SCORE BOOK AND POST
- T-SHIRT SALES
- MAN TABLE TO SELL T-SHIRTS
 - TAKE ORDERS FOR ADDITIONAL SIZES, SHIRTS NEEDED
 - NOTIFY SITE COORDINATOR OF ADDITIONAL SHIRTS NEEDED
 - TURN MONEY OVER TO SITE COORDINATOR AT END OF EACH DAY
- CONCESSION COORDINATOR/HELPERS
- COORDINATE CONCESSION NEEDS
 - ARRANGE PICK-UP & DELIVERY OF ITEMS TO FIELD
 - SCHEDULE CONCESSION HELP AFTER EVALUATING GAME SCHEDULE (SCHEDULING CAN BE DONE BY SITE COORDINATOR)
 - HELP SET-UP OF CONCESSION AREA AS NEEDED
 - MAN TABLE FOR CONCESSIONS
 - BREAK DOWN CONCESSIONS AT END OF DAY & END OF TOURNAMENT
 - TURN MONEY OVER TO SITE COORDINATOR AT END OF EACH DAY
- TOURNAMENT PREPERATION (SECURING EQUIPMENT)
- LOAN COOLERS, TABLES, TENTS
 - PROVIDE TRUCK
 - PROVIDE ICE AS NEEDED