



Moorestown Soccer Club 23rd Annual Labor Day Tournament

Joanne Toro, Tournament Director
(856) 371-1467
email: tournamentdirector@moorestownsoccer.com



THANK YOU FOR YOUR HELP. THE TOURNAMENT WOULD NOT BE A SUCCESS WITHOUT YOU.

This tournament is the major fund raiser for the Moorestown Soccer Club. Participation is required by all player families. In order to keep trainers for each team, dues as low as possible, proper field conditions and opportunities for participation in other tournaments, we need all of the volunteers in order to be successful.

The below listings are the Job descriptions for the tournament volunteers. The specific duties for each type are explained in detail. Over all, please be at your location at your assigned time, as you would like to be relieved on time when your time is up. Remember to **SIGN IN** a sign in sheet will be at the commissioner's tent and the above schedule with the proper names will be in the book with a place for you to sign. You will not get credit for being at your assignment if you don't sign in. Finally, no teenager without a driver's license will be able to "represent" a parent/family for their volunteer duty.

All parents/families are expected to participate. Conflicts with job duties and children's games will happen. Each child will play three games, so each volunteer will have an opportunity to see their child play, they just may not see every game. Remember we are all volunteers with one goal, providing a safe and fun opportunity for children to play soccer. Suggestions for how to make this tournament better are gladly accepted through e-mail to the tournament director along with the suggestion maker's willingness to participate in the suggestion. If you feel a particular calling to be a more involved volunteer, contact the tournament director as we are always looking for help.

Job Description – Commissioner

The Commissioner for each site is responsible for everything that goes on at the site, from game issues to trash collection to making sure there are adequate referees at each game. The commissioner will rarely need to schedule any of the activities; however they will be responsible to make sure each activity is done, and basically the job is monitoring all aspects of the tournament at your location with occasional crisis management. These duties are reserved for the team coaches as they are most familiar with the South Jersey Soccer League Rules and Regulations. Some normal aspects of the job;

- Resolving disputes – see tournament rules/league rules.
- Dealing with emergencies – call 911 – and the ambulance at the Middle School will be dispatched. Keep a careful note of injuries.
- Safety issues – the Commissioner may cancel/delay games due to weather or field conditions if referees do not do so. In general consult with the Site Coordinator if he is present before making a decision.
- Trash control – other than at the start/end of each day.

Usually your Site Coordinator will be at the field, and as the Head Commissioner for your site he will be able to advise you if you are unsure what to do. If he is not present then you are responsible for all site related matters.

The Site Coordinator is responsible for field set-up/take-down/clean-up at the start/end of each day's play and may choose to keep a sign-up sheet for volunteers at the Commissioner's tent at your site. Please get volunteers to sign-in.

Please read the tournament rules so that you are familiar with them prior to coming on duty

Job Description – Fields

As far as duties go, you will report to the Field/Commissioner for your site. He/she will provide a list of duties that need to be completed. Items such as put up nets, add corner flags to the fields, make sure every trash bag has been emptied and/or trash bag has been put in each can, all signs are located where they need to be and other duties that need to be completed. The time slot that you are assigned is a general time (**except for the start time**) you may finish before and the Fields/Commissioner rep will tell you everything is complete. Please do not leave until all duties are complete.

This job is responsible for all aspects of the fields throughout the Tournament at each location, starting at set-up through cleanup each day. We want the fields to be safe and ready to play.

Specifically at each field, the groups are responsible for:

- Set up on Friday night and Saturday morning. Includes nets, corner flags, field number signs, and checking field for unsafe conditions.
- **Act as Field Marshals:** Monitoring field conditions before each game, repairs to fields and policing sites for trash.
- Cleanup on Saturday and Sunday evening.
- Take down of equipment on Sunday.

Job Description – Runners

The job of a Runner is an important one that is essential for smooth running of the tournament. During the tournament, each site has a small number of Commissioners (possibly only one) on duty at any one time. The Commissioners are in charge of the soccer aspects at their site (and also non-soccer matters if their Site Coordinator is not present). The Runners who are on duty are there to assist the Commissioners in any way the Commissioner need.

As far as duties go, you will be asked to stay at the commissioner's tent and run errands as needed. Errands can include running items such as score cards, balls or vending items from one venue like Wesley Bishop to another like the Middle School. Or you may be asked to run to a store and get some ice, candy, or pretzels. Access to a car is essential for this assignment. You will also be asked to collect scores when the games end. Although you may be sitting in the tent during some of your time slot, you are required to stay until relieved by the next time slot runner. Please do not assume there is nothing to do and leave. One runner per time slot at Wesley Bishop and Memorial Fields need to bring the referee score cards to the Middle School Fields Commissioner Tent to the scorekeeper.

Job Description – Vending

For 2012 vending will consist of these primary areas of responsibility:

- **Shirt Sales and other apparel**
- **Minor Food Sales (candy & pretzels)**

These volunteers are responsible for all areas relating to the sales. We will sell T-Shirts with Labor Day Tournament logo and other MSC apparel. The shirts will be delivered by the vendor to each field Saturday morning. As far as duties go, you will be asked to stay at the vending tent to sell various items like candy, pretzels, programs, t-shirts etc. There will be a price list provided as well as the number for the vending representative whom you call if you should run out of a particular item. The treasurer will provide a cash box at the start of the day and collect monies at lunch time. He will also pick up the cash box at the end of the day. Please do not leave the box unattended.

Job Description – Awards

Awards are quite simple and only require volunteers on Sunday. After the games end and each team has completed all three or four games, the coaches will come to the tent and ask for their team awards. At the Middle School, only the 1st and 2nd Place teams from **each flight** will receive 18 trophies and one coach's award. The coach is required to present an identifying card from the commissioner's tent in order to receive their awards. Give all trophies to the coach so that he may take the team away from the awards tent to present the awards to the team.

Morning volunteers will be waiting for the awards to be delivered. Once the awards arrive, each one should be unpacked and displayed in an organized manner. Remember to separate the awards into girls and boy, 1st and 2nd place team groupings. Do not be surprised if you have 2 or 3 **sets** of 18 1st and 2nd place awards. Each **flight** has to be rewarded.

At the Memorial and Wesley Bishop Fields participation awards **only** are presented to all teams. Each team will be presented with the amount of trophies, up to 15, needed for the team. If the team needs more trophies, instruct them to return at the end of the day to see if there are extra trophies left. Give all trophies to the coach so that he may take the team away from the awards tent to present the awards to the team.

Morning volunteers will be waiting for the awards to be delivered. Once the awards arrive, each one should be unpacked and displayed in an organized manner. The players love to come by the table to see the awards they will be getting. It will help to separate the trophies into groups of 15 for ease of distribution.

Job Descriptions – Public Safety

Volunteers will be asked to wear safety vests and direct vehicles to legal parking areas, hand out maps, programs and schedules. We ask you be courteous and pleasant in making our 23rd Labor Day Tournament a safe and successful day.