



Johnston Soccer Club Volunteer Duty Descriptions & Procedures



JSC appreciates your support and asks that you make every effort to work your shift or find a replacement. Guidelines for volunteers:

- If you are unable to work your assigned shift, **you are responsible for finding your replacement**. Please see the volunteer schedule for names and phone numbers of members who may be available if you need to switch shifts.
- Your replacement does not have to come from this list but must be **14 years of age or older**.
- If you or your replacement does not show up for your scheduled shift, you will be held responsible for your original shift and assessed a **\$30 no-show fee**. There are **sign-in sheets** on-site and available when you arrive for all shifts.

Duty	Brief Description
Concessions – North Side	Please report to the Concession Stand on the <u>North side of NW 66th Ave</u> at the assigned time. During your shift, please assist with selling refreshments and JSC apparel from the concession stand window, fulfilling orders and/or preparing food.
Concessions – South Side	Please report to the Concession Stand on the <u>South side of NW 66th Ave</u> at the assigned time. During your shift, please assist with selling refreshments and JSC apparel from the concession stand window, fulfilling orders and/or preparing food.
Field Duty - Garage	Please report to the <u>garage on the North side of NW 66th Ave</u> at the assigned time. You will work on re-lining the fields, setting goals, replacing corner flags and generally getting the fields ready for Saturday games. The Director of Operations (Ryan Halterman) will be there to train you and get you started. Thursday nights are busy nights, so it is important that you make every effort to be on time so that we are able to get everything ready for the weekend's games.
Field Marshal - North	Please report to the <u>Concession Stand on the North side of NW 66th Ave</u> at the assigned time to check in and obtain the Field Marshal instruction book. You will observe games on fields 1-4, help visitors with questions about fields locations, assist referees with any issues, ensure coaches where their badges, and enforce the rules of the JSC. Always alert Board Members of any issues that occur.
Field Marshal - South	Please report to the <u>Concession Stand on the South side of NW 66th Ave</u> at the assigned time to check in and obtain the Field Marshal instruction book. You will observe games on fields 5-10, help visitors with questions about fields locations, assist referees with any issues, ensure coaches where their badges, and enforce the rules of the JSC. Always alert Board Members of any issues that occur.
Beverage Cart - North	Please report to the Concession Stand on the <u>North side of NW 66th Ave</u> at the assigned time. During your shift you will drive the beverage cart around the fields selling refreshments. Return to the north side concession stand at the end of your shift. **Volunteers for this position must be 16 years of age
TOURNAMENT DUTIES (for the Johnston Soccer Tournament in the fall only):	
North - Field Marshal (Tournament)	Please report to Tournament Tent near the Concession Stand on the North side of NW 66th Ave, 10 minutes prior to your shift starting. You will stand/sit by 2-3 fields and help visitors with questions about where fields are, what time teams play, help referees by checking team player cards and equipment approximately 15 minutes prior to game starting, alert tournament staff of any problems with referees not showing up or disturbances with visitors.
South - Field Marshal (Tournament)	Please report to Tournament Tent near the Concession Stand on the South side of NW 66th Ave, 10 minutes prior to your shift starting. You will stand/sit by 2-3 fields and help visitors with questions about where fields are, what time and where teams play, help referees by checking team player cards and equipment approximately 15 minutes prior to game starting, alert tournament staff of any problems with referees not showing or disturbances with visitors.
North - Tents	Please report to Tournament Tents near the Concession Stand on the North side of NW 66th Ave, 10 minutes prior to your shift starting. They will direct you to the North Referee Station. On the north fields ensure referees know which fields they need to be at, that they have water provided, and if a referee doesn't show up for their scheduled game; notify tournament staff.
South - Tents	Please report to Tournament Tent near the Concession Stand on the South side of NW 66th Ave, 10 minutes prior to your shift starting. They will direct you to the South Referee Station. On the south fields ensure referees know which fields they need to be at, that they have water provided, and if a referee doesn't show up for their scheduled game; notify tournament staff.

DON'T FORGET TO SIGN IN FOR EVERY SHIFT. IF YOU DON'T SIGN IN, YOU WILL BE RESPONSIBLE FOR THE \$30 NO SHOW FEE.