**Parent Tasks**

 Millet Soccer Association (MSA) must insist that for each child registered in soccer a parent/guardian **must** sign up for a parent task that requires a **minimum of 4 hours** to complete to contribute to the overall benefit of Millet Soccer. This is a list of some of the tasks that need to be filled along with a brief description of the task and time frame. MSA will do its best to place parents in their requested task but this is not always possible (i.e. Some tasks only require 1 or 2 parents during the season but we may receive 20 or more parents requesting the same task. Not everyone will be selected for that task. One or 2 parents will be chosen and the others will be delegated to other areas needing to be filled.)

 The **majority** of the tasks needing to be filled fall under the categories of **coaches**, **field maintenance**, and the **22nd Annual** **Millet Classic Tournament** (June 10-11, 2017).

**Please remember that many hands make jobs light!**

|  |
| --- |
| **Coaches** |
| **Task** | **Description** | **Timeframe** |
| Coaches (26 - 32 people depending upon the number of soccer players registered) | * Take the required coaching course to receive coaching knowledge prior to the start of the season which is paid for by MSA
* Coach your team (with the help of another adult) to teach them skills needed for soccer at an age appropriate level
* Coaches receive **discounts** on registration for their children. Ask for more details.
 | * 1 - 2 day course offered in March or April
* 1 - 3 nights/week depending upon the age level for May - June
 |
|  |
| **Field Maintenance** |
| **Task** | **Description** | **Timeframe** |
| Field Coordinator(1 person) | * Coordinate & lead other parents in the prepping and maintenance of the soccer fields (mostly lines and nets)
* Monitor need for touch ups and contact team for arranging date(s)
 | * end of April to June on evenings and/or weekends
 |
| **Field Maintenance (continued)** |
| **Task** | **Description** | **Timeframe** |
| Lines (Pre - Season)(6 - 8 people) | * String lines for field prior to painting
* Mix paint & paint lines on the soccer fields around Millet
* Clean Machine
 | * one or two evenings or weekend days towards the end of April
 |
| Line Painter(1 - 2 people) | * Running the painting machine
* Mix paint & paint lines on the soccer fields around Millet
* Clean Machine
 | * one or two evenings or weekend days from the end of April - June

(depends on the amount of rain and growth of grass) |
| Nets (Pre-Season)(2 - 3 people) | * Secure nets to goal posts (if required)
* Check goal posts and nets for damage
* Secure goal posts to field
 | * one or two evenings or weekend days at the end of April
 |
| Lines (Regular Season Touch-Ups)(4 - 6 people) | * Weekly touch-ups (as required) of lines on the soccer fields as directed by Field Coordinator
* Clean Machine
 | * each person would be responsible for 3 of 6 weeks (May - June)
 |
| Lines (Pre-Tournament)(2 - 3 people) | * String lines for field prior to painting
* Mixing paint & painting lines on the soccer field
* Clean Machine
 | * one or two evenings during the week of June 2 - 8
 |
|  |
| **22nd Annual Millet Classic Tournament (June 10-11, 2017)** |
| **Task** | **Description** | **Timeframe** |
| Set-Up and Take-Down Tents(8 people) | * Set-up tents in the morning (about 7- 9 am) and take them down at the end of the day (about 5 - 7 pm)
 | * one day on either Saturday June 10 or Sunday June 11
 |
| Tournament Coordinator Assistant(1 person) | * Create teams, coaches, schedules, schedule/standings boards and other paperwork
* Put up & take down signs for the Tournament
* Work with the Tournament Coordinator
 | * flexible hours with the majority of the work occurring May 17 to June 11.
 |
| **22nd Annual Millet Classic Tournament (June 10-11, 2017) (continued)** |
| **Task** | **Description** | **Timeframe** |
| "Gopher"(6 people) | * Run errands as needed between each of the soccer fields
 | * about a 4 hour shift on June 10 - 11, 2017
 |
| Fun Activity Attendants(about 6 - 12 people) | * Monitor bouncy castle (inside and line), or face painting and balloon lines, etc
* Ensure safety of children

(depending upon U8 & U10 Tournament) | * about a 4 hour shift on June 10 - 11, 2017
 |
| Entertainment/ Event Coordinator(1 person) | * Research and arrange for entertainment (Fun Activities) for the U8 & U10 tournament with the approval of the MSA board
* Find items to include in the team packages
 | * flexible hours with the majority of the work occurring in mid April to May.
 |
| Concession/Ticket Seller(24 people) | * Work with a partner to sell beverages
* Sell 50/50 and/or raffle tickets during the tournament
 | * about a 4 hour shift on June 10 - 11, 2017
 |
|  |
| **Other Positions** |
| **Task** | **Description** | **Timeframe** |
| Coaches Bags & Uniform Sorting(2 - 3 people) | * Assemble a kit bag and coaches binder for each of the teams
* Organize Shack
* Sort out uniforms & place in coaches bags
 | * Thursday April 20 at 6 pm
 |
| Thank You Cards & Team Packages (1 - 2 people) | * Write thank you cards as needed
* Assemble packages for tournament teams
 | * flexible hours with the majority of the work occurring in June
 |
| Social Media (Website)(1 person) | * Update and maintain MSA Website and Newsletters throughout the season.
* All communications must be approved by MSA Board before posting
 | * flexible hours with the majority of the work occurring in April and end of May
 |
| Letter Writer(1 person) | * Write letters on behalf of MSA for (but not limited to):
	+ Donations
	+ Emergency Agencies (for Tournament)
	+ Other organizations
 | * flexible hours with the majority of the work occurring in April to mid May
 |
| **Other Positions (continued)** |
| **Task** | **Description** | **Timeframe** |
| Unlocking/Locking Bathrooms (Paul Pay Field)(2 people for Tues/Thurs)(2 people for Mon/Wed) | * Unlock the bathrooms in the Soccer Shack at the beginning of each evening during the regular season
* Lock the bathrooms after all the teams have left the field
* **Note:** Tues/Thurs is 6 pm - 7:30 pm
 | * May - June on your child's soccer nights including nights that soccer is canceled for your child.
 |
| Cleaning Bathrooms (Paul Pay Field)(2 people) | * Clean and restock the bathrooms in the Soccer Shack
 | * Weekly (end of April - June)
 |
| Scrapbook Maker(1 - 2 people) | * Take and print pictures of all teams (both team and action photos) throughout the season
* Assemble pages for a Millet Soccer Scrapbook for the 2017 Season
 | * flexible hours during the soccer season
 |
| Gopher Hole Filler(2 people for Tues/Thurs) | * Arrive at the Paul Pay field early (about 5:30pm) on Tuesdays and Thursdays to fill the holes the gophers make every day when the fields are not in use
 | * every Tuesday and Thursday evening from 5:30 - 6:00 pm for the month of May or June
 |
| Wind-Up Party(4 - 6 people) | * Set-up, monitor, and take-down tables at the yearend party
* Prepare any food and drinks supplied by MSA
 | * Friday June 23rd (5 - 9 pm)
 |
| Harvest Fair Parade Assistant(1 person) | * Help coordinate & arrange Millet Soccer into the Millet Harvest Fair Parade
* Help gather volunteers to decorate float and participate in the parade
* Provide assistance to the Harvest Fair Parade Coordinator
 | * Majority of the work occurs in July & August
 |
| Yearend Clean-Up(6 - 8 people) | * Take-down, organize, & store equipment for the next season
 | * Thursday June 29 at 6:00 pm
 |
| Parent Liaison Assistant(1 - 2 people) | * Act as an assistant to the Parent Liaison
	+ Work closely with the Parent Liaison
	+ Make phone calls to parents
	+ Create and type packages as needed
 | * flexible hours with the majority of the work occurring in April and beg. of June
 |