



VACAVILLE LADY KNIGHTS

U-10 Girls, Class 3 Soccer Team
Vacaville, CA
www.vacavilleladyknights.com



Ricardo M. Serrano, Head Coach
Ken Loban, Assistant Coach

Gary LaRowe, Team Manager
Jim McLaughlin, Assistant Coach

Team Manager, communicates regularly with coaches and volunteers, assists in the registration of players, keeps track of the statistics, develops the team manual and newsletters, completes and issues monthly calendars, issues games schedules and directions, attends Vacaville United Soccer Club (VUSC) meetings.

Team Representative, assists coaches and team manager with team communication, coordinates team pictures, plans all social events, order team trophies and/or souvenirs, makes travel arrangements for tournaments, orders and issues player jerseys and uniforms. As the Tournament Support, attends all meetings regarding the VUSC Tournament, communicates development with coaches and team manager, coordinates and delegates activities related to the VUSC tournament.

Treasurer, keeps track of all team money through the VUSC account, issues and transfers all money, prepares monthly team budget vs actual financial reports, develops a list of sponsors and issues confirmation letters.

Fund Raising Coordinator, sets up a variety of activities to secure funding for our soccer season, communicates development of activities with treasurer and team manager, coordinates people and supplies for fundraisers, proposes advertisements if needed.

Phone Tree Representative, keeps the lines of communication open among the members of the Vacaville Lady Knights' soccer team through the phone tree. Sends news releases to the local newspaper.

Flag Coordinator, coordinates with other families to bring the team flag to all the Vacaville Lady Knights games.

Referee Coordinator, ensures that a pool of qualified referees will be available for the assigned games, coordinates referees requested for VUSC tournaments, attends any required meeting regarding referees, coordinates the attendance to referee clinics.

Field Setup/Take Down Coordinator, ensures that adequate hands will be available to have the fields ready for the home games.

Car Pool Coordinator, makes arrangements with other parents to secure transportation for our players to the Vacaville Lady Knights practices and games.

Snacks Coordinator, develops the snack schedule for games and tournaments.

Video, Pictures & Yearbook Coordinator, ensures that enough pictures and videos will be taken for the season and create memories of our team's activities. Coordinate the printing of the Vacaville Lady Knights' yearbook. The pictures will be posted in our website.