

# VOLUNTEERS POSITIONS

Updated 3/11/15

**\*\* definitely need someone in these positions!**

## **\*\*GAME SCHEDULER – \_\_\_\_\_**

Use team contact list and online *Game Schedule* google doc to schedule home and away games for the boys & girls teams. This includes obtaining game date, times and location, gym address and directions. Send out email to basketball families when confirmed. Reserve the gym by calling the Presbyterian Church (contact Rebecca at 462-5147). Work with and relay info to the coaches from other teams and *Overseer*; update *Game Schedule* google doc as necessary. In the event of game cancellations and/or rescheduled games, update *Game Schedule* the *Overseer*. Keep *Oversee* in all loops.

## **\*\*CONFIRMATION PERSON - \_\_\_\_\_**

Confirm games with visiting teams: confirm details with *Volunteer Schedule* google doc and *Overseer* (what teams playing what times, etc). Using the sample email, write to visiting team representative week before game with final schedule and necessary info (directions, entrance, introduce the scheduled *Home Game Host*, give his/her phone number, etc.), remind them not to keep valuables in locker room or to bring their own padlocks for lockers, payment of facility use and refs if necessary). Ask for roster info (player's names, numbers, grade); forward response emails (with rosters) to *Home Programs Editor*, *Overseer* and to coaches. If payments are due from visiting teams, post at bottom of *Volunteer Schedule* google document. Currently, we ask that when two visiting teams play each other (when Hastings doesn't play), they provide someone to keep time clock, and, of course, scorebooks. We also ask them to help with gym rental fee of \$5-10 per game plus referee fee of \$20 per varsity game or \$15 per Jr High game, checks payable to Red Tide Basketball.

## **\*\*REFEREE SCHEDULER – \_\_\_\_\_**

Contact referees (certified or highly qualified) for hire to work home games. Confirm with them VIA PHONE apx 2 weeks out and apx 2 days out as reminders. Send them reminder email if given. Refs are paid \$40 Varsity (and JV) games, \$25 Jr High games when multiple games are played in one/two day(s). For home Jr High games (Christ Lutheran and Zion Lutheran), it is acceptable to use volunteer refs: you may contact people in our group and the visiting team's contact person to ask for volunteers to help ref (these refs do not need to be certified). Single Jr High game refs are paid \$20. For triangulars, use the same 4-6 refs for all games, rotating them between games (refs work 2 consecutive games then break). Post referee names on the *Volunteer Schedule* google doc, as well as the payment they will receive. In the event that refs switch the schedule around on their own, after checks have been written, it will be up to them to work out payment changes between them, if any.

## **TRAVEL COORDINATOR – \_\_\_\_\_ (high school) and \_\_\_\_\_ (Jr High)**

Upon the coach's direction as to departure time and location of facility, contact families with a google document for sign up of drivers and where players will be riding. This document also serves as a final RSVP for players committing to traveling to each particular game. Information communicated should be the departure time from a specified area, the mandatory arrival time at the facility, who will be the designated team drivers, who will be riding in those vehicles, anyone driving separately and with whom, the name and address of the facility. For overnight trips, list on travel google doc some local hotel suggestions, and/or arrange group reservations/rates.

## **\*\*CLOTHING & UNIFORM PERSON – \_\_\_\_\_**

Advertise, be printer representative and take orders (maybe by mid-November) for t-shirts, sweats, hoodies, place order, pick up, distribute items and collect money. Email families when/where you will be delivering the apparel. At the beginning of the year, working with coaches, verify there are enough uniforms for team, that they fit, order as necessary, keep track of player's sizes and numbers. Forward money collected and invoices to *Finance Person*. (Ask Liz for sample order forms.)

## **\*\*VOLUNTEER SCHEDULER – \_\_\_\_\_**

Using the *Volunteer Schedule* google document that is already in place, update as necessary with new game times and information. Check for specific donations needed from *Concessions People*. “Share” document with basketball families and Basketball Committee the Monday before game weekend for sign-up of volunteers to help at all home games with concessions, admissions, scorebook, etc. Also “Share” with anyone who is in volunteer positions who are not home schooling or extended family who wishes to serve. Send out final reminder email 1-2 days before game day to everyone. Bring four copies of this google doc to each game: one to concessions, admissions, scorer’s table and the *Home Game Host*. If necessary, when two visiting teams play each other (when Hastings doesn’t play), we have asked them to provide someone to keep time clock, and, of course, scorebooks. Include on the document the statement that there is free admittance to ONLY those individuals who are working THAT day/evening. Single Jr High games do not need volunteer schedule.

## **VOLUNTEER ENFORCER – \_\_\_\_\_**

If all slots aren’t filled by Wednesday before game, contact by phone or email families that haven’t responded, or have volunteered minimally, to ask for additional help or just assign them.

## **CONCESSIONS BOSS – \_\_\_\_\_**

In charge of entire concession, planning and purchasing food and concessions. Make sure free meal coupons are available for visiting coaches (*Home Game Host* will take care of giving them). *Finance Person* will give you ref checks – keep in cash box; make sure the *Home Game Host* gets them any time before the end of the game / day. Varsity and triangular games provide full concessions; Jr High games serve popcorn, candy and drinks. If desired, save leftovers for end-of-year party. Submit *Request for Reimbursement* form to *Finance Person*. Keep track of entire concessions expense and income. Make price sheet to post around kitchen area; make sure the *Home Program Editor* has a list of menu and updated prices.

## **\*\*EARLY SET-UP PERSON (home games) – \_\_\_\_\_**

- Unlock west door only at least one hour 15 minutes prior to game time
- Turn all lights on in gym, locker rooms, restrooms and hallways; take brooms up by Admissions (brooms located in common/concessions area or in the southeast storage area of building)
- Post signs (“use for current games”) provided in labeled storage box (storage room or from *Overseer*) for restrooms, etc (info will be provided by *Overseer* for room numbers and locations of teams)
- Set up tables (2 large & 1 small for concessions and 1 small for admissions); set up 1+ chair(s) at east end of the east / west hallway – hang signs on chair(s) (“Players Only”); there are a few chairs in kitchen area but also in common/concessions area
- Make sure there are 2-4 large trash cans scattered around, large trash bags with concessions supplies
- Sweep gym floor, or delegate! If coaches like to use them, wet large rags to be used as sticky pads for players (located in small storage room to the west of gym). Lay them in front of scorer’s table.
- Set up time clock and sound system on Scorer’s Table (storage room)
- In the Storage room are located a few other boxes. Make sure the white “SCCHEA RED TIDE” box is on bleacher behind the Scorer’s Table (supplies that may be needed throughout day). Make sure the white ‘SCCHEA LOST & FOUND” box is placed near the Admissions table.

## **PUBLICITY – \_\_\_\_\_**

- Send advertisement emails to SCCHEA board and update Tide facebook group (if currently using) about a week before games, as well as cancellations and rescheduled games (you will be on phone tree which is in place). Verify info from *Game Schedule* google document as to times and location before you post and advertise. (Ask Liz for sample email to send to SCCHEA board). If possible, keep a facebook page updated (with at least game schedule and times, but could also include scores, cancellations, maybe game highlights, pictures). Post business advertisers as indicated by *Fund Raising Coordinator*.

**\*\*HOME GAME SUPERVISOR (HOST) – duties listed at Scorer’s Table – will be listed on Volunteer Schedule google doc**

- Greet teams as they come in, meet coach, direct to locker rooms, make sure their needs are met, give meal coupons (2 per team, available from Concessions), and receive any visiting team’s payments (if they are playing when the Tide are not, we ask them to help pay for refs (and possibly gym rental) only during those games (check with *Overseer* with questions; give this payment to *Finance Person* or *Concessions*, labeled accordingly. These amounts are listed on the volunteer schedule.
- Oversee home games & supervise making sure that people are working when they signed up; find and remind as necessary or find replacement. Be willing to act as announcer (announce, pray, run shoot out) during day if necessary
- Meet the refs, offer our shirts and whistles if needed, make sure refs know when they are refereeing as scheduled (Scorer’s Table has this doc). Offer them (free) water from concessions as needed. In the event that refs switch the schedule around on their own-after checks have been written, it will be up to them to work out payment changes between them, if any. Make sure the refs get paid (Concessions area or *Finance Person* should have checks)
- Frequently monitor halls & locker rooms during games, keeping people out of unauthorized areas (we use gym & locker rooms only), ensure no foul play, keep kids out of locker rooms to protect from theft
- Make sure EVERYONE helps clean up after game (list of duties at scorer’s table), will need to REMIND or ASSIGN
- Ensure that facility is clean, lights out, windows shut and all doors are locked when leaving (no key necessary), or MAKE SURE someone is doing that. Score clock and SCHEA boxes put away in Storage area.
- If our whistles, ref shirts and wet rags (sticky pads) were used, please take them home, wash them, and return before next home game (replace in our box in Storage room)

**END OF YEAR PARTY PLANNER – \_\_\_\_\_**

Organize and advertise the end of year party to honor players, especially seniors. Order awards, gather donations if desired (food, raffle, gifts for coaches, etc), assign as necessary, submit invoices and/or receipts to *Finance Person* if necessary, reserve gym (call Presbyterian office, contact Rebecca at 462-5147). This could include food, games, skits, The Robe Trotters, etc., possibly using leftover concessions food, snacks and drinks.

**PEP RALLY PARTY PLANNER – \_\_\_\_\_**

Organize and advertise a ‘pep rally’ at the beginning of the season, introducing players, coaches and families, giving a chance for kids and parents to connect and have some fun. This could include food, games, skits, The Robe Trotters, etc. Gather donations if desired (ie: food, raffle), assign as necessary, submit invoices and/or receipts to *Finance Person* if necessary, reserve gym (call Presbyterian office, contact Rebecca at 462-5147).

**HOME PROGRAMS EDITOR – \_\_\_\_\_**

This person will prepare programs, using the advertiser logos and/or names as submitted by the *Overseer* or *Fundraiser Coordinator*. This includes printing rosters from all participating teams prior to games (get from *Confirmation Person*) (40-50 for evening games, apx 50-75 for triangulars). Can submit via email to Eakes for printing (Eakes generally gives copy card for free copies as their donation). Ask Eakes to contact you and *Home Program Gopher* to pick up, cut and fold if necessary, and get to game. Single Jr High games do not need programs or rosters. (Ask Keith Berns for layout of program.)

**HOME PROGRAM GOPHER – \_\_\_\_\_**

When Eakes is done printing programs, hopefully a day before game, pick them up, cut, fold and stuff as needed, deliver to game, or designated person, at least 45 minutes prior to start of first game.

## **FUND RAISING COORDINATOR – \_\_\_\_\_**

Be the overall contact person between businesses, restaurants and families, from inception thru delivery and/or payment. Get plenty of info and forms to kids and parents via email and/or in person at practices. Send email reminders as necessary. When fundraiser is complete, submit *Fundraiser Submission Form* to *Finance Person*. (Ask Liz for all sample letters, emails, docs, flyers, and links to google docs with business names and contact info.)

- Donations / business advertisers (contact via letter and donation form, submit to *Finance Person* when receive donation, inform *Programs Editor* and SCCHEA board for advertising when businesses donate).
- Community Savings Cards (contact businesses via phone, thank-you letter to verify offer, type cards, copy, number, cut and fold, laminate (Angi Bates, Liz LeBar, Deb Nitzel & Christi Berns have laminators), cut and fold again, advertise with sport's families, currently sell for \$10, separate boys/girls teams, divide payment for making of cards. It's suggested to charge \$0.50-\$1.00 per card to kids for costs of printing, laminating, postage and paper for thank yous. If this is a Tide fundraiser, Tide might be willing to pay for the card costs.
- Group fund raisers as needed and/or directed by coach(es) and Basketball Committee. We have provided opportunities to fund raise through Track & Field Day lunch, last day of co-op Pizza Day, Dutch Mill Bulb sales, Eileen Cookie Dough sales, God's Creation Calendar sales, Super Hero Sprint, and Pizza Hut & Dairy Queen in-store nights. Google documents are good place to set up for details and sign-ups.

## **\*\*FINANCE PERSON – \_\_\_\_\_**

- Use QuickBooks to track funds utilizing *one* account for Red Tide boys, girls and the Jr High girls.
- Write checks to refs as shown on the *Volunteer Schedules*, submit to Concessions rep or give directly to referees the day of the game (fees are \$25/Jr High games, \$40/Varsity.)
- Pay gyms fees at end of season (Presbyterian Church, 621 N Lincoln, 2014: \$8/hr for practices or 1-2 game event, \$60/day for triangular events). If used, give a donation to Church of Christ, \$10/use. The *Overseer* will keep track of how many practices and games were held and inform you.
- Debit cards should be given to coaches and *Concessions* representative (they will submit receipts to you); check writing privileges should be given to coaches, *Concessions* rep and you.
- Admissions and Concessions: you will need to make sure there is a cash box and change for the admissions table (ie: \$30 in small bills), as well as for the concessions cash register (ie: \$50 in change and small bills). Use the Finance Counting Slip to log the starting balance in each register/box. The last two people running the Admissions table, or two adults willing to count (and you if available) will count monies and admission tickets, and will designate amounts on Finance Counting Slip. Be available to receive these monies. Make deposit within 24 hrs of game. Make sure there is a calculator at the Admissions table, as well as raffle tickets and a few black markers. Concessions and admissions profit to be deposited in Red Tide account.
- You will be the one to receive player's fees as dictated by Basketball Committee, working with coaches as to the timing (possibly between boys and girls practices the day these payments are due). Usually ask for first half of reg fee apx middle November and second half apx first of January.
- Unless prior arrangements have been made with coaches and *Overseer*, visiting teams pay \$5 per game they play (when we do not play) to help w/gym rental, and possibly pay \$25/Jr High or \$40/Varsity for refs that Red Tide does not play in. These fees, if any, will be listed on the Volunteer Schedule google doc.

## **\*\*OVERSEER OF BASKETBALL PROGRAM – \_\_\_\_\_**

- Assist coaches in any way possible so they can be freed up to coach; make sure they're submitting receipts and getting reimbursed; offer to obtain hotel rooms for them, before sending out emails to Tide families, ask if they have anything to add (emails should be minimal and as concise as possible).
- Verify with Basketball Committee yearly: admission charges, concession charges, referee fees, improvements?, suggestions? Do shoot out? Set up Player/Parent meeting (have talking points available whether you or coaches

oversee meeting, highly encourage players, parents and coaches that you are point person and need to be kept in all loops ☺

- Keep track of number of gym uses; submit to *Finance Person* at end of year for payment. Write thank you notes to churches on behalf of the basketball program and families for use of their facilities at the end of the year.
- Reserve gym as soon as practices and games are scheduled.
- Decide which locker rooms are to be used for what teams; make sure signs are available for *Home Game Supervisor* or *Early Setup Person*. Verify ref shirts, whistles and rags (sticky pads) are clean and ready for next game. Make sure Tide supplies box (Not Concessions supplies) is current and has supplies as needed (pencils, markers, index cards, scissors, signs, etc).
- Set up Admissions table in foyer, verifying there is cash and box from *Finance Person*, admissions price list as set by Basketball Committee at beginning of year, tickets & pen if you're using them to keep track of attendance, Volunteer Schedule, Lost & Found box (located in supply closet). 2014 triangular events: \$4/adult, \$3/student, under 5 free, \$8/family/day; 2014 for 1-2 game event: \$2/adults, \$1/student, under 5 free, \$5/family.
- Upon game cancellation / rescheduling within 48 hours of game time or departure time, start the phone tree (alphabetic list); send out email immediately (*Publicity Person* will update facebook). If games are cancelled / rescheduled further out than 48 hours, no phone tree is necessary; just send out email AND update the Basketball Schedule google doc.
- Keep the SCCHEA basketball family phone list, referee list, and visiting team contact lists updated as necessary. Send out updates to specific people as necessary (coaches, ref scheduler, game scheduler, families and Basketball Committee as needed).
- Remind people in charge of specific duties throughout season, including when to get their part started (early duties include *Fund Raising Chairman*, *Game Scheduler* and *Referee Scheduler*); if they cannot uphold their duties in a timely manner, to ask you to assist. Make sure certain things are getting done in a timely manner: confirmation letter out to visiting teams, rosters received, *Game Schedule* updated, referees scheduled in advance, travel info out and *Volunteer Schedule* out, remind *Home Game Host* (send duties a few days ahead), ask frequently if help is needed.
- Be point person for communicate with the Presbyterian gym (keep friendly relationship); stay in contact with Rebecca (462-5147, rebecca@fpchastings.org) for gym needs, cleaning of floor, locks/combos, repairs needed, good to verify gym usage once or twice through the year.
- Keep a step ahead of all activities and volunteers, make sure things are being taken care of, whether you do them or offer or verify someone is: practice times/changes, team pics (Feb 1 usual deadline for NDII tourney), register for NDII and other tourneys (verify rosters with coaches; will need dates and scores of games we've played, inform *Finance Person* to send fees and where to), Concessions price list, obtaining rosters to *Home Programs Editor*, visiting teams' fees are clear via *Confirmation Person* and on Volunteer Schedule google doc, Basketball Schedule google doc is being updated as games/times are scheduled, keys/combinations to gym are current and to coaches, traveling info is out asap, Jr High games' needs are met (sweep, concessions, admissions, cleanup, scorebook, clock, check with Tide coach{es}).
- If lost and found items, contact Tide families and visiting teams; return items to them.