



## **Parent Support Committee Job Descriptions**

Revision 8.13.10

### **A. Apparel Coordinator**

1. Mid-summer /early season, collect design ideas from senior players for annual t-shirt, varsity game suit, hoodies and other apparel
2. Establish gear packages content
3. Submit designs to Head Coach for approval
4. Contract all vendors for items on gear packages
5. Calculate prices of all items on gear packages for both teams, including tax and shipping to a price per item
6. Construct order form pass out to all members of teams
7. Collect orders and funds from players.
8. Submit funds to SRVHS school bookkeeper
9. Call in orders to all vendors
10. As orders are shipped in, pass out all players
11. Trouble shoots any order problems

### **B. Athletic Booster Rep.**

1. Attend all SRVHS athletic booster meetings
2. Email Head Coach with discussions or decisions relevant to the water polo program after each meeting

### **C. Awards Banquet Coordinator (2-3 people needed)**

1. Establish date and location in consultation with head coach
2. Contract any caterer needed
3. Establish /calculate price per person attending
4. Order all awards for athletes, with information from Head Coach
5. Work with Team captains to prepare coaches gifts and awards night agenda
6. Construct invitations mail to all members
7. Request and schedule any help needed during actual event

#### **D. Breakfast Coordinator**

1. Early season/ construct a schedule of morning practices, request sign ups from parent community to provide breakfast to teams poolside following morning practice.
2. Once schedule complete, communicate weekly reminders to communications coordinator

#### **E. Driver Coordinator**

1. Collect from SRVHS school admin. Driver forms and emergency medical forms.
2. Pass out to and collect from all parents completed forms, submit and clear through school admin. All forms must be submitted with the following; a cover sheet with liability limits from insurance carrier.
3. Construct packets made of all drivers forms and emergency medical forms, pass out to all drivers, these are to remain in cars for entire season.
4. Construct a binder of all original forms to remain with coach at all times throughout season.
5. Confirm with Coach arrival time for games, generally one hour prior to first game time; Schedule all drivers for travel to games, tournaments, and any other team travel.
6. Confirm player attendance list with Coach of each team; submit to school attendance office list of student if missing class for team travel.

#### **F. Home Game Desk Supervisor**

1. Confirm Home Game schedule with Head Coach.
2. Construct schedule of positions for covering desk during home games.
3. At parent meeting and through email notice collect sign ups for desk positions.
4. Organize prior to first home game and with coordination from Head Coach schedule a scrimmage training day for desk workers.
5. Confirm through email desk worker each week desk workers assigned.
6. Be available to supervise desk during all home games.

#### **G. Marketing & Publicity**

1. Submit game results to local newspaper on weekly basis
2. Work with head coach to establish a school wide recruit system

#### **H. Photographer & Game Films**

1. Early season/ Collect completed photography release school district form from all members of team, submit to school
2. Film video films for coaches to review with team of all game
3. Schedule Team pictures with professional photographer.

#### **I. Program Fundraiser**

1. Establish a much needed fund raising system for 2009 program

#### **J. Season End Video Producer**

1. Collect photography of all players from both teams, along with song and or theme requests to edit into a collective retrospective of season show to shown at Awards Banquet.

#### **K. Statistician**

1. Use established stats form to collect all statistical information from all games.
2. Communicate stats to coaching staff.

#### **L. Team Communications Coordinator**

1. During preseason and try out session, collect email, phone and contact information from all players.
2. Once Head Coach and Coaching staff has selected teams, confirm information and construct team rosters.
3. Communicate Team Rosters to all other Parent Support Committee members
4. Construct email lists and cell phone lists for coaches, players, and parents.
5. Construct 30 copies of team rosters with player names and numbers for Coaches
6. Construct small laminated team roster with player names and numbers, pass out to parent community.
7. Be contact person for Coaches/team to communicate all day to day and or weekly news bulletin information to parent community.

#### **M. Team Cooler Coordinator**

1. Early season/ Construct schedule of donations based on game schedule
2. Collect sign ups
3. Coordinate donations and delivery with Driver Coordinator and Team communications person

#### **N. Team Captains (& parents)**

In addition internal Team Responsibilities & tasks:

1. Coordinate team social events with Head Coach based on game schedule.
2. Request host families and food donations.
3. Communicate any information needed to Team Communication person to add to weekly emails.
4. Plan and purchase Coaches gifts.

**O. Travel Coordinator**

1. At beginning of season confirm dates with Head Coach the tournament travel outside of Bay Area.
2. Confirm with Coach of each team attendance of athletes.
3. Research flight, hotel, van rental, Coach per diem, tournament entry costs.
4. Calculate all tournament costs on a per athlete basis.
5. Collect from athletes per athlete cost.
6. Submit funds to SRVHS school bookkeeper all funds prior to time of travel.
7. Purchase all flight, hotel, van rentals, etc.
8. Submit all receipts to SRVHS School bookkeeper for reimbursement.
9. Construct travel binder for Coach with directions, and all relevant information for trip.

**P. Website Coordinator**

1. In late August, update and active website
2. Communicate website activation to all members of team and parent community
3. Communicate with coaches and committee members throughout season to collect information
4. Post updates on website on weekly basis

**GO WOLVES!!!**