



2011-2012 Volunteer Positions

Team Manager

- Serve as the primary team contact/liaison between the coach, the skaters, parents, skating club, and all team coordinators.
- Manage/oversee the day-to-day operations of an individual team.
- Register teams with USFS each season.
- Approve all team purchases.
- Collect and obtain copies of skaters' birth certificates, membership cards, test certificates and medical forms.
- Maintain spreadsheets/ledgers detailing all financial transactions, including detailed ledger for each skater's financial obligations and current status.
- Work with the coach to create budgets and update as needed.
- Collect tuition/dues, prepare deposits.
- Coordinate outstanding bills and submit check requests to the BSC treasurer for payment. Prepare financial reports for the BSC Board of Directors (end of season).
- Create and distribute team calendars to parents, skaters, and coaches detailing team activities, practices, and competition information – including travel details.
- Assist the coach in the locker room at official practices and competitions.
- Responsible for carrying skaters' birth certificates and medical forms to all competitions.
- Keep the coach informed of any issues regarding individual skaters or situations on the team.
- Prepare and send welcome letters to new skaters.
- Help coordinate and manage tryouts: advertise, update forms, register skaters, and meet with coaches to determine teams for the next season.

Travel Coordinator *

- Oversee all travel arrangements for the teams and keep the Team Manager informed of all details.
- Reserve hotel rooms as necessary.
- Make arrangements with hotel staff for "team rooms" when traveling.
- Coordinate parents to arrange team meals and snacks. Make arrangements for any necessary bus transportation.
- Coordinate "chaperones" needed for team transportation to and from rinks.
- Work with Team Manager to coordinate official team dinners.

Fundraising Coordinator

- Oversee all events and activities which will raise money for the teams.
- Prepare spreadsheets to track profits and expenses. Collect money from skaters and parents as needed.
- Organize funds and prepare paperwork necessary for the club treasurer to make deposits.
- Organize parents and assign roles that may be needed to carry out each event.
- **Important:** The coordinator is not responsible for *planning* all fundraising events. This must be a team effort from all parents! The coordinator simply assists in the coordinating and tracking of each event.

Wardrobe Coordinator

- Fit all skaters at designated point of the season for costumes, team attire, and tights.
- Prepare spreadsheets outlining all measurements/sizes and quantity needed for ordering team wardrobe.
- Select team wardrobe assistants to oversee the collection of dresses and tights for each team after each event.
- Label all costumes, tights, and hair accessories. Hair accessories should be kept with each skater's dress in a clearly labeled Ziploc bag to prevent sharing.
- Disseminate tights for each competition or show.
- Inspect costumes after performances and make simple sewing repairs as needed.
- Notify Team Manager of any supplies that need to be purchased.

Hair and Makeup Coordinator

- Select hair and makeup assistants for competitions.
- Work with assistants in applying competition makeup and doing hair.
- Work with assistants to maintain and store team hair and makeup bags. Restock and reorganize supplies as needed.

Prop Coordinator

- Set up and take down as needed for practice and competitions.
- Coordinate the transportation of props to competitions.
- Select assistants to help with the above.

Team Spirit/Public Relations

- Organize social events and activities with the goal of “team building.”
- Create an environment of trust, pride, and friendship within the team and help them to see themselves as a unified group. Create and/or organize the making of team posters/signs for all skaters’ hotel room doors.
- Promote the team through local newspapers, radio stations, etc.
- Update the Bourne Skating Club bulletin board with team information and updates.