



Team Volunteer Sign-Up Sheet

TEAM NAME: _____ COACH NAME: _____

Revised May 2020

POSITION	DESCRIPTION	VOLUNTEER NAME(S)
Team Manager	Serve as liaison between Coach, Club and team families; solicit and manage team volunteers; schedule and communicate all team activities; prepare and provide team and player credentials at games; facilitate player passes as directed by coach; report game scores; schedule tournaments.	
Treasurer	Create and maintain team budget; collect and distribute team funds; manage team bank account; communicate with Club Treasurer.	
App Manager ¹	Update the team scheduling app with practice and match dates, times and locations.	
Equipment Manager	Set up team bench and canopy at each game; transport and store equipment between games (recommend two volunteers for backup purposes).	
Photographer	Capture and share high-resolution game photos for Club and/or Team use.	
Auction Representative	Serve as the communication liaison between the team and the HPFC Auction Committee regarding team procurement.	
Community Service Coordinator	Manage details associated with community service activities and events; report activities to Club Community Service Director.	
Event Coordinator	Manage details associated with special events such as teambuilding and social activities, as well as participation in Club-wide events.	
Travel Coordinator ²	Research and arrange lodging options if overnight travel is necessary for away games.	
Fundraising Coordinator ²	Identify and propose fundraising ideas; lead team fundraising efforts; communicate with Team Treasurer.	

¹ It is the manager's discretion to either perform or delegate this role.

² This role may not apply to all teams.

Families without one of the above team roles should fulfill volunteer hours by offering time and service for advertised club-wide events throughout the season.

Family support of the team is essential. Thank you for your contribution to making the season safe, productive, and positive!