

Positions Available For 2009-20 10 Basketball Season – Positions run from Sept-August

**Team Manager** – \_\_\_\_\_

- Attends BCSFYAO monthly meetings\*
- Coordinates schedule changes for practices
- Coordinates practice scrimmages with other teams
- Acts as conduit for parents for issues, questions, etc.
- Fills out tournament forms – deliver a copy of the tournament roster to the Tournament Commissioner
- Completes and publishes roster
- Communicates and coordinates league schedule
- Collect all BCSFYAO/EBGAL forms and turn them in to the proper parties

**Tournament/Social Representative** – \_\_\_\_\_

- Represents the team at all Social/Tournament meetings
- Communicates with Social Scheduler team's tournament needs
- Communicates and issues work schedules to the team parents
- At E, grade 4, 5 level is contact and coordinator for Social obligation
- At grade 6 is the BCSF YAO Social Committee Co-Chair
- At grade 7 is the BCSF YAO Social Committee Consultant
- At Grade 7 coordinates Coach's Appreciation Luncheon with Grade 8 Assisting with set-up & clean-up
- At grade 10 is the BCSF YAO Tournament Co-Chair
- At grade 11 is the BCSF YAO Tournament Consultant
- Coach's Luncheon Rep

**Treasurer** – \_\_\_\_\_

- Cuts checks as requested for tournaments
- Pays referees at all league games
- Keeps track of financials for the team

**Scorekeeping/Scoreboard/Nurse Coordinator/Snack Coordinator** – \_\_\_\_\_

- Set up a schedule and procure a parent for each league game/tournament game to perform scorekeeping
- When necessary, procures a parent to run the time clock
- Keep track of scorebook and report game scores to coordinator
- Procure the time clock when necessary and make sure it gets to the game
- Sets up first-aid contact and re-fill first-aid kit when necessary
- Provide scorer's table with copy of league rules and score sheets if we're the home team
- Coordinate snacks for all games including tournaments
- Coordinates additional adult attendance at practice times

**Uniforms/Gift Coordinator** – \_\_\_\_\_

- Orders new uniforms for team
- Collect uniforms at the end of the season
- Procures end of year gifts for the girls
- Procures end of year gift for the coach

**Hotel and Restaurant Coordinator- \_\_\_\_\_**

- Makes reservations for participating families for “away” tournaments
- Coordinates any team meals for “away” games or after league play
- Gets t-shirt orders together (includes pick up and delivery)

**Equipment Coordinator – \_\_\_\_\_**

- Bring ball bag to all practices, league and tournament games
- Request any additional equipment (balls, cones, ice packs) from the BCSFYAO equipment coordinator

**Collections Coordinator- \_\_\_\_\_**

- Collect BCSFYAO membership fees
- Collect all chicken bento ticket money
- Collect Ginza Bazaar raffle ticket monies
- Collect the advertisements and monies for the YAO booklet
- Collects and keeps track of orders for fundraisers

**Sign-up Coordinator – \_\_\_\_\_**

- Track parent obligations
- Coordinate and communicate the chicken bento(s) volunteers from our team (turn in our parent requests and followup on their tasks)
- Coordinate and communicate the Ginza Bazaar volunteers from our team (turn in our parent requests and followup on their tasks)
- Procure a team representative for the incense offering at YAO Sunday (one in November, one in May)
- Procure a team representative for the incense offering one additional service held during the year
- Coordinate the sportsmanship award vote – communicate the winners to the BCSFAO girl’s commissioner
- Coordinate the photo session

**Specialty – \_\_\_\_\_**

- Team Fundraiser
- Coordinate YAO Tournament Concessions, Assignments

**ALL PARENTS:**

- Learn the rules
- One parent in each family should know how to run the clock and do the scorekeeping – seminar is given at the beginning of the season
- Responsible for 2 mandatory obligations (Ginza Bazaar and Exploratorium)
- Responsible for at least 2 other obligations (YAO Sunday, collating the annual report, cleaning the gym, etc.)
- Notify the coaches or manager when unable to attend a practice or a game