



**Pioneer Football Booster Club**  
**January 2023 — January 2024 Season**

**Executive Board Member and Volunteer Positions**

<b>Executive Board</b>	<b>Key Volunteers</b>	<b>Volunteers</b>
President	Team Meals Coordinator	Concessions Helper
Vice President / Fundraising	Head of Concessions	Chain Gang
Secretary	Event Volunteer Coordinator	50/50 Sales
Treasurer	Spirit Wear Coordinator	Spirit Wear Sales
Registrar	End of Season Banquet Coordinator	Senior Banners on Game Day
Marketing Director		Team Meals Assistance
Freshman Team Parent		Spotter for Announcer
JV Team Parent		Game Filmer
Varsity Team Parent		

**EXECUTIVE BOARD MEMBERS:** Executive Board members are to attend parent/player information meetings in early spring and August, each monthly Booster Club meeting, and to report out at each meeting. For continuity, though not mandatory, the expectation for each Executive Board Member is a two-year term. ***Board position elections are held annually.***

**PRESIDENT:** This is a year-round position. The President will direct the vision and goals of the Club and be its spokesperson. The President supervises all business affairs of the Club including interfacing with the Coaching staff, Athletic Director, Alumni organizations, Big Booster Club, donors at large, etc. The President presides over all monthly meetings, player/parent meetings, meetings of the Executive Board and be a standing member of all committees. Other duties include vendor, parent and donor relations. The President can be an authorized co-signer for all Club checks, contracts, purchase orders and any other written documents in which the Board has authorized. ***Skillset: Good communication, multi-tasking, leadership, computer and people skills. Must learn to be proficient in TeamSnap***

**VICE PRESIDENT:** This is a year-round position. Vice President assists the President in all duties of the Club with special emphasis on fundraising. The Vice President will perform all duties of the President in absence of the President and will represent the President upon request of the Board/President. The Vice President is a member of all standing Committees. Vice President can be an authorized co-signer for all Club checks, subject to provisions of the Club and may be authorized by the Board to be a Co-signer for any Club contracts, purchase orders, or other written documents which the Board has authorized to be executed. ***Skillset: Good communication, multi-tasking, leadership, computer and people skills. Must learn to be proficient in TeamSnap***

**SECRETARY:** This is a year-round Board position. The Secretary is to record Minutes of all meetings. Secretary shall publish Meeting notices and minutes in a timely manner and act as the custodian of all Club records. They will work closely with the Website coordinator. Secretary can be an authorized co-signer for all Club checks, subject to provisions of Club Charter and may be authorized by the Board to be a Co-signer for any Club contracts, purchase orders, or other written documents in which the Board has authorized to be executed. ***Skillset: Good communication, MS word, MS Excel proficient and detail oriented (note-taking). Must learn to be proficient in TeamSnap. Coordinate with registrar on plan for entering games and events into TeamSnap.***

**TREASURER:** This is a year-round position. The Treasurer shall have charge and custody of all Club funds, transact and record all financial business, make payments for all Club debts subsequent to approval by majority vote of the Executive Board. Treasurer shall prepare a written, monthly financial report for presentation at regular Monthly Meetings. The Treasurer prepares the Annual Budget for approval by the Executive Board and maintains compliance with all accounting procedures as approved by the Board including IRS Tax Returns. Treasurer will receive and give reimbursements for monies due, deposit all monies in the name of the Club in such depositories as directed by the Board, and oversee creation of the Club and committee budgets. The Treasurer will be an authorized co-signer for all Club checks, subject to provisions of Club Charter and may be authorized by the Board to be a Co-signer for any Club contracts, purchase orders, or other written documents which the Board has authorized to be executed. ***Skillset: Budget, accounting, banking, detailed and MS Excel skills.***

**REGISTRAR:** This is a year-round position with high effort from May through October. The Registrar is responsible for off season program registration (camps, 7 on 7, other) of all players. The Registrar works closely with the Pioneer High School Athletic Office to verify player registration with the school. In addition, the registrar

communicates regularly with head coaches on all squads; assists the Treasurer in collection of registration fees, and maintains and distributes rosters to the PFBC Board members. Player registration typically begins in early June and continues through mid-September. **Skillset: Good communication skills, MS Excel. Must learn to be proficient in TeamSnap. Coordinate with secretary on plan for entering games and events into TeamSnap.**

**MARKETING DIRECTOR/MARKETING COMMITTEE:** This is a year-round position with emphasis between June and the end of the season. The Marketing Director will develop and implement a marketing/sponsorship program including banners, game day announcements, and print the home-game programs in order to raise Booster Club revenue and reduce expenses. The Marketing Director is in charge of the website and works closely with the Website Coordinator. Other duties include coordinating necessary advertising to raise awareness and increase participation in the program. Marketing Committee will assist the Director with all assigned tasks. **Skillset: Good communicator, salesperson, MS Publisher, MS Word, Adobe and creative.**

**TEAM PARENTS/CO-PARENTS:** This commitment is primarily June through the end of the season along with monthly Club meetings. The Team Parent serves as the primary communication liaison between players' parents, coaching staff, Booster Club and the Team. Parent can be considered the "Coach" of the parents. Most team information/communication takes place through regular e-mails and phone calls, with recommended weekly meetings/contact with the Head Coach. The team parents are the point person at home games and should be at each home game 30 minutes before the start of the games to assure that all volunteer tasks are covered with the Volunteer Coordinator. Other 'All Team' important dates for Team Parents to attend may include 7v7 and Picture Day. This person is also a member of the Banquet Committee. This position can be a shared Co-Team Parent responsibility. **Skillset: Good communication, organized and strong follow-up skills.**

**KEY VOLUNTEER POSITIONS:** These positions are critical to the smooth weekly functioning of the team, and greatly assist the coaching staff by reducing their workload. Key Volunteers are not required at all board meetings, but should be prepared to create reports on an as-needed basis. Key Volunteers should be recruited by the Board throughout the current season to serve the following season.

**TEAM MEALS COORDINATOR:** This commitment is primarily during the game season. This person also coordinates the team snack bags (pre-game) and works with team parent reps to facilitate packaging and delivering them to Pioneer (to organize snacks and a box lunch). During the pre-season, the Team Meals Coordinator will work with the Treasurer on a budget and plan for feeding the teams before and after games. Not all teams get both before and after game meals; the schedule is determined by location of our away games, and somewhat by budget. Some meals can be fully catered in but, at their discretion, the Team Meals Coordinator can coordinate parents to provide a full meal at the school. **Skillset: Good communication, organized and strong follow-up skills. Actual cooking skills not required.**

**HEAD OF CONCESSIONS:** This commitment is during the game season and varies week to week. The Head of Concessions decides what items will be offered for sale each week from the 2 concession booths at Hollway Field, and at what prices. All varsity home games (always Friday nights) require both concession stands to be open. The JV and Freshman games (may fall on Thursdays or Saturdays; games may be combined some weeks or on separate days) may only require the Home side concession booth to be open. The Head of Concessions must inventory each week, watch the weather forecasts for game days (to better determine what the crowd size might be and what items may be more popular), and shop and stock the booths in the days prior to game days. The person must coordinate parent volunteers in the booths and make sure they are following Concessions Health and Safety Guidelines. The Head of Concessions is responsible for the cash tills before, during, and after the games, and must provide a report to the Treasurer at the end of every game week. **Skillset: good communication, highly organized, able to devote 2-4 hours each week plus attending whatever home games are taking place that week. Having a vehicle capable of carrying 10 cases of water at a time is helpful. Capable of carrying a case of water is helpful. This person can definitely drop their gym membership during the season, because hauling all the water and gatorade is a helluva workout every week!**

**VOLUNTEER COORDINATOR:** This commitment starts approximately when the pre-season camp starts and runs through the game season. This coordinator is responsible for loading each week's volunteer needs and then following up with Team Parents to ensure sufficient volunteers are organized for each week's activities. **Skillset: superior communication skills and willing to harangue people on occasion when it is totally justified. Strong follow-up skills.**

**SPIRIT WEAR COORDINATOR:** This commitment starts during the summer and lasts through the season. This person is responsible for creating a spirit wear budget with the Treasurer, organizing vendors and design work, following up with delivery dates, stocking the "Chuck Wagon", and working with game day volunteers to sell items in the "Chuck Wagon". Most of the work takes place in the summer to create designs and organize vendors with delivery dates that will be prior to the first game. Some re-ordering may occur during the season, but the selling part in the Chuck Wagon is the easy part. **Skillset: good organizational skills, some skill determining what will be good to sell, ability to follow a budget.** Will work closely with Head Coaches on team needs as well as specific design features.

**VOLUNTEERS:** These are the people that show up for a “shift” to assist the Key Volunteers and the Board Members with a specific activity or event. A volunteer may contribute an hour selling 50/50 tickets or 4 hours in the concessions during a game. All parents are needed to help and contribute to the team.

**CONCESSIONS HELPER:** these people help sell items out of the concession booths during games. Must be comfortable handling food, money, and “Shifts” typically run for half a football game.

**CHAIN GANG:** 3 per game needed; these people are on the game field helping game officials with the first down chains. Willing and able to follow instructions quickly from game officials is a must. Some knowledge of the rules of football are helpful, but not required. Must be agile enough to avoid a sprinting teenager coming right at you, although typically you will have plenty of warning.

**50/50 SALES:** Home games only. This person mingles with the crowds starting pre-game and ending at halftime selling 50/50 raffle tickets. Must be comfortable handling money and climbing up and down the bleachers approximately 40,000 times in 2 hours.

**SPIRIT WEAR SALES:** this person sells spirit wear during home games. Must be comfortable handling money.

**SENIOR BANNERS ON GAME DAY:** this person helps hang senior banners on the fencing at the home side Hollway Field entrance with zip ties and removes the banners after the game ends. If height-challenged, must be comfortable standing on a footstool or short ladder.

**TEAM MEAL ASSISTANCE:** this person organizes and serves team meals in the Pioneer cafeteria the evening before a Varsity game. Also assists with post-meal clean up.

**SPOTTER FOR ANNOUNCER:** this person sits in the press box and helps the game announcer by informing them who carried the ball or made a tackle on a play. Some knowledge of how football is played is helpful but not required. Great position for later in the season when the weather turns cold or rainy because the press box is warm and dry.

**GAME FILMER:** this person is in the pressbox running a video camera and recording the game. Game film shot well is EXTREMELY HELPFUL to our coaches. FYI, it is very difficult to enjoy the game while filming it. It would be ideal to find for a JV parent to shoot record the varsity games and a varsity parent to shoot record the Fresh/JV games.

**Please consider Volunteering for any of the positions listed above. Your son's team is more successful the more support and help we parents give the coaches. And it is fun to be part of the experience.**

**Name:** \_\_\_\_\_ **Player Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Please contact Alex Wong if you have specific questions: [wongeratc@yahoo.com](mailto:wongeratc@yahoo.com) or 203-907-9146**