

Volunteer Responsibilities & Expectations

In order to make the season run smoothly we need help from everyone!

- All families will submit a check at the beginning of the season for \$100.
- The check will be returned at the end of the season if volunteer commitment has been met.

Position	Responsibilities	Volunteer Requirement
Coaches	<ul style="list-style-type: none"> ● Educating student athletes about shooting range safety and courtesy rules. ● Enforcing all Policies and Procedure.s ● Supervising student athletes in a professional manner. ● Training student athletes in clay target shooting sport skills. 	Participation in at least 80% of practices and/or competitions.
Range Safety Officer (RSO) <i>6-8 people</i>	<ul style="list-style-type: none"> ● Ensuring all shotguns and ammunition are handled safely at all times. ● Supervising preparation of the shooting range according to technical, safety, and target requirements. ● Ensuring the correct application of guns, ammunition and equipment is being used. Ensuring proper hearing and eye protection is worn by athletes. 	Serve as RSO a minimum of 2 dates. Each date will include the full shooting time.
Scorekeepers <i>8-10 people</i>	<ul style="list-style-type: none"> ● Training provided ● Wear ear & eye protection while in the scorekeeper chair. ● Mark on the scoresheet each hit or miss. ● Add totals at the end of the round. 	Serve as scorekeeper for a minimum of 2 dates. Each date will include a minimum of 2 squads shooting.
Fundraising Committee Chair(s) <i>1-2 people</i>	<ul style="list-style-type: none"> ● Plan, organize and complete fundraiser(s). ● Communicate with members of the committee to determine specific responsibilities and tasks. 	Completion of at least one fundraiser per season. Sponsor communication complete. Committee member volunteer hours submitted to Team Manager.

	<ul style="list-style-type: none"> ● Manage sponsor communications and requests in alignment with team sponsorship levels. ● Maintain Fundraising Committee volunteer hours and submit to Team Manager. 	
Fundraising Committee <i>4-5 people</i>	<ul style="list-style-type: none"> ● Plan & coordinate fundraising events. ● Seek donations and sponsors in alignment with sponsorship levels. 	<p>Ask at least 1 organization for sponsorship with support from the Chair.</p> <p>Time commitment determined by Chair.</p>
Events Committee Chair(s) <i>1 person</i>	<ul style="list-style-type: none"> ● Plan and Organize the end of season banquet and Alexandria events (Spring). ● Communicate with members of the committee to determine specific responsibilities and tasks ● Maintain Events Committee volunteer hours. 	Completion of banquet and committee volunteer hours submitted to Team Manager.
Events Committee <i>4-5 people</i>	<ul style="list-style-type: none"> ● Plan and organize the end of season banquet. ● Plan and organize events for the Alexandria Tournament. 	Time commitment determined by Chair.
Spirit Committee Chair(s) <i>1 person</i>	<ul style="list-style-type: none"> ● Plan & organize Spirit Wear orders and Team Photos. ● Communicate with members of the committee to determine specific responsibilities and tasks. ● Maintain Spirit Committee volunteer hours to submit to the Team Manager. 	Spirit Wear orders and team photos distributed and committee volunteer hours submitted to Team Manager.
Spirit Committee <i>2-3 people</i>	<ul style="list-style-type: none"> ● Coordinate Spirit Wear orders & distribution. ● Coordinate Team Pictures. 	Time commitment determined by Chair.

	<ul style="list-style-type: none"> ● Coordinate team representation at school events. ● Manage Social Media (Facebook/Instagram). 	
<p>Team Manager(s) <i>1-2 people</i></p>	<ul style="list-style-type: none"> ● Serve as a member of the Executive Board of Directors. ● Manage registration for league and tournaments. ● Communicate to families from the team email address and/or band including messaging from committees. ● Manage the website. ● Order and distribute vests and uniforms. ● Coordinate volunteers and support all committees as needed including communication regarding volunteer hours. ● Maintain accurate documentation of rosters, lettering requirements, registrations, etc. in a common place that is accessible to Executive Board Members. ● Maintain weekly score sheets & provide them to coaches and scoring managers. ● Organize and track volunteer hours for scorekeepers and RSOs. ● Place orders for awards and letters. ● Be available to support during practices and competition as needed. 	<p>All weekly tasks completed, at least 90% of Board and Booster meetings attended, all communication, orders, and scores completed. Volunteer checks collected and returned.</p>