

Coordinator Position Descriptions

These LEAD positions would satisfy their family volunteer commitment.

Registration Coordinator

- Will work with the Board to finalize the current year's registration details.
- Will work with the Communications Director to ensure all online registration files are properly set-up.
- Will update the paper registration form and ensure an electronic copy is published on the website.
- Will coordinate advertising related to registration...FYAA email list, FYBA email list, Farmington Independent, ThisWeek Times, Charter, etc.
- Will account for all player registrations in an online database through tryouts, at which point responsibility for maintenance of the database will be turned over to the Communications Director.
- Responsible for checking the FYBA mailbox 2-3 times/per week during registration
- Responsible for checking the FYBA voicemail 2-3 times/per week during registration
- Responsible for accurately accounting for all registration funds collected and refunds, if any.
- Will reconcile all registration monies with the Treasurer.
- Will handle issues and concerns regarding player registration
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

Uniform Coordinator

- Work with assigned board members to determine uniform needs
- Work with Registration Coordinator to ensure uniform information is included in registration materials
- Communicate uniform requirements—shooting shirt, jersey top, jersey shorts, practice jersey—and ordering information and deadlines to all families
- Maintain a master list of uniform numbers for all players
- Will handle issues and concerns regarding uniforms
- Work with assigned board members for uniform return at end of season

Equipment Coordinator

- Will be responsible for FYBA equipment
- Will purchase, issue, and collect equipment and supplies
- Will maintain a detailed equipment inventory
- Will develop an FYBA equipment budget for Board approval
- Will manage the FYBA equipment within budget
- Will reconcile all equipment purchases, returns and sales with the Treasurer
- Maintain equipment inventory in storage area
- Will handle issues and concerns regarding equipment
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding board member.

Team Photo Coordinator

- Work with assigned board member to schedule Photo date
- Recruit one adult person to work with you
- Set schedule for team photos – work with uniform people
- Work with photographer to organize teams so they are ready to go at the assigned times
- Deliver all photographs to teams when they have been returned
- Will handle issues and concerns regarding team photos
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

Tournament Concessions Coordinator

- Overall responsible for tournament concessions cash and reconciling with Treasurer
- Order and purchase food for all sites for the tournament

- Get concession equipment from storage
- Review and obtain Board approval for concessions offerings and pricing
- Set-up and take-down concession areas
- Assist Volunteer Coordinators with determining time needed for volunteers
- Work with Volunteer Coordinators to train Site Supervisors on Concessions
- Work with volunteer coordinators for persons to assist in capacity needed
- Pick-up all food and ice
- Work with tournament coordinator/directors
- Will handle issues and concerns regarding concessions
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding board member.

Volunteer Coordinator (2 people: 1 does phone calling, 1 maintains computer files)

- Responsible for coordinating volunteers to meet the tournament's coverage needs
- Register adult volunteers – work with Communications Director to post information on web site
- Identify and train all site supervisors
- Work with assigned board member to meet the tournament coverage needs
- Verify that all families satisfy their volunteer commitment
- Supervise set-up and close of all tournaments
- Will handle issues and concerns regarding team volunteers
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding board member.

Tournament Director--Teams

- Handle registration of all girls and boys teams that will be attending the FYBA tournament including collection of registration fees and authorizing refunds as appropriate
- Responsible for preparing all of the tournament brackets
- Responsible for providing Volunteer Coordinators and Tournament Director—Administrative with tournament times so they can schedule the volunteers and timers.
- Provide overall leadership and issue management throughout the weekend.
- Responsible for ensuring all of the tournament brackets are updated timely during the tournament at the schools and online
- Will handle issues and concerns regarding team photos

Tournament Director--Administrative

- Prepare and finalize the Farmington Tiger Classic tournament flyer
- Complete necessary steps for tournament flyer to be included in the MYSA invitational tournament flyer booklet
- Overall responsible for Admissions cash and reconciling with Treasurer
- Establish and verify admission pricing with the FYBA Board
- Coordinate the admission passes for FYBA families and coaches
- Ensure tournament rules are posted on all scorers' tables and at each site.
- Ensure scoreboards are ready to go
- Arrange for trainer coverage during the tournament. One trainer full-time at FHS.
- Responsible for Nextel Radios. Order through Rhino Communications.
- Order and coordinate distribution of trophies.
- Responsible for working with Treasurer to ensure the trainers, radios and trophy vendors are paid.
- Work with high school coaches to ensure all available timekeeping spots are filled by high school players.
- Ensure all equipment is provided to each site used during the FYBA tournament (e.g. chairs, tables, scoreboards, signage, etc.)
- Ensure score sheets are posted at each scorer's tables
- Responsible for getting all tournament pools and brackets posted on the website and copied and posted at each site.
- Work with Board to finalize the donation to the Varsity programs for them helping score and time.
- Ensure maps to schools are posted on website and available at each site.
- Will handle issues and concerns regarding team photos

- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to succeeding board member.

Breakfast Fundraiser Coordinator

- Will oversee the breakfast fundraiser
- Work with the Board to finalize the menu and ticket prices
- Communicate pertinent information to FYBA families
- Coordinate distribution and return of breakfast fundraiser tickets
- Will reconcile all registration monies with the Treasurer.
- Will reconcile all related receipts and disbursements with the Treasurer
- Work with Communication Director to set-up online volunteer schedules
- Will handle issues and concerns regarding the breakfast fundraiser
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to succeeding board member.

FYAA Liaison

- Represent FYBA at the Farmington Youth Athletic Association (FYAA) meetings
- Communicate any applicable information to the FYBA Board at their meetings or to the FYAA President