



WAUKESHA CATHOLIC ATHLETIC ASSOCIATION

Volunteer Positions Sign-Up Form School Year 2020-2021

Below is a list of all the volunteer positions that must be filled throughout the year in order for our Athletics program to run smoothly. The more volunteers we have, the more efficient our program operates. We appreciate each person's time and talents, and any willingness to help out. Please call the Athletic Director or any Athletic Board Member for additional information or clarification of duties.

Please complete a separate form for each individual interesting in volunteering. Indicate with an **X** each position with which you are willing to assist. Descriptions are on the back of this page.

- | | |
|---|--|
| <input type="checkbox"/> Athletic Board Member | <input type="checkbox"/> Seton Volleyball Tournament Committee |
| <input type="checkbox"/> Seton Happy Ad Coordinator | <input type="checkbox"/> Seton Tournament Division Director |
| <input type="checkbox"/> Track Coordinator | <input type="checkbox"/> Team Parent Organizer |
| <input type="checkbox"/> Basketball Tournament Director | <input type="checkbox"/> Basketball Tournament Ads |
| <input type="checkbox"/> Booster Club Spirit Wear | <input type="checkbox"/> Booster Club Membership Coordinator |
| <input type="checkbox"/> Booster Club Fundraising Help | |

	Volleyball (Circle Grade Level)	Basketball (Circle Grade Level)	Track (Circle Grade Level)
<input type="checkbox"/> Head Coach	Girls 5 6 7 8	Girls 5 6 7 8	Girls 5 6 7 8
	Boys 5 6 7 8	Boys 5 6 7 8	Boys 5 6 7 8
<input type="checkbox"/> Assistant Coach (See reverse of page)	Girls 5 6 7 8	Girls 5 6 7 8	Girls 5 6 7 8
	Boys 5 6 7 8	Boys 5 6 7 8	Boys 5 6 7 8

Name: _____

Phone: _____ Cellphone: _____

E-mail: _____

Comments: _____

Volunteer Position Descriptions

Athletic Board Member – help serve as an Athletic Board Member for the year if openings still exist or the board loses a member during the school year. Board terms are 2 years. Board members serve 2-year terms that run July-June. Board members meet once per month, serve on sub-committees, serve as gym supervisors during games, help run the Waukesha Catholic Indoor Track Meet & the Seton Volleyball Tournament, and help run the volleyball & basketball splits to ensure all policies are followed. Parents of ANY current Waukesha Catholic student are eligible for the Athletic Board.

Seton Volleyball Tournament Committee – Attend Seton Committee Meetings, assist other committee members & Division Directors with projects as needed, be present at Seton Tournament Nov. 2-8 to assist with Division Directors, Athletic Board, and parent volunteers

Seton Happy Ad Coordinator - Create flyer advertising for Happy Ads (good luck ads), collect Happy Ad requests (or completed ads) in late Sept.-late Oct., design Happy Ads for those requesting assistance, submit all ads to the tournament program coordinator (.pdf or .jpg), track all ads in a spreadsheet and provide information to Tournament. Previous Happy Ad coordinator happy to answer questions if needed.

Seton Tournament Division Director – issue tournament invitations to coaches, provide information packets to coaches and assist with registration, attend tournament seeding meeting, help stuff team bags the weekend prior to the tournament, distribute bags to coaches at tournament, check-in coaches at the tournament, be present the nights your division plays, **assist with awards presentation for division winners on Sunday, and be present for any committee meetings.** Extensive volleyball knowledge is not required! All materials (a director handbook) and instructions will be provided to directors. **The 3 Division Directors will be supported and work with the overall Tournament Director**

Team Parent Organizer – assist with organizing parents to work shifts at admissions and concessions for each home athletic event through SignUp Genius. Coordinate any other athletic volunteer needs with team parents provided by each coach.

Track Coordinator – Assist with organizing track coaches to ensure coaches run effective practices, assist coaches with team entries for meets, work with parents and Team Parent Organizer to ensure parent volunteers are available to assist with timing/field events as required at meets.

Basketball Tournament Director – Assist Athletic Board/Athletic Director with scheduling basketball tournaments for specific grades, advertise with other schools and recruit teams to play in the tournament, assist with schedules/brackets and awards. Be present during tournament as needed to assist coaches (Athletic Board will supervise gym).

Basketball Tournament Ads – Assist with soliciting and placing ads for home basketball tournament. Place ads and team rosters in programs to be printed. Ensure programs are available at tournaments.

Booster Club Membership Coordinator - keep an updated members list and supply the athletic board with members names for the website. Generate information for the tax letters that the development office needs. Make game passes for the members that receive them with their membership. Help distribute booster club items.

Booster Club Spirit Wear- coordinate sales of booster club items at school events such as the open house during Catholic Schools week, volleyball and basketball games

Booster Club Fundraising Help – assist with the Bags tournament in the fall- help with collecting raffle baskets and possibly soliciting for donations for the beverages. Help with movie night in the spring: admissions, concessions/popcorn. Assist with additional fundraising events (Bowling Bash?)

Head Coach (any sport) – Read and follow all league, Waukesha Catholic, WIAA, and Archdiocesan rules. All coaches must be Safeguarding and Archdiocesan compliant prior to the start of the season. Attend coaches meeting at the start of the season. Plan and assist with team splits/player evaluations (if required) according with the Splits Policy. Plan and run effective practices to help teach all players in accordance with Waukesha Catholic and Archdiocesan policies. Ensure Waukesha Catholic playing time and athletic guidelines are met. Select and enter tournaments submitted to Athletic Director. Follow good sportsmanship practices and serve as a positive role model. *Head coaches are waived from the parent volunteer hour requirement for that season.*

Assistant Coach (any sport) – **NEW 2020 – all assistant coaches for teams requiring splits will not be selected until AFTER splits are complete to keep competitive balance in younger grades.** Assistant coaches are selected by the head coaches. Support the head coach and follow all Waukesha Catholic and Archdiocesan policies. Attend coaches meeting at the start of the season. Read and follow all league, Waukesha Catholic, WIAA, and Archdiocesan rules. All coaches must be Safeguarding and Archdiocesan compliant prior to the start of the season. Assistant coaches' families must still complete the required parent volunteer hours for that season.