

SEVERNA PARK YOUTH WRESTLING VOLUNTEER JOB DESCRIPTIONS

UNIFORM COORDINATOR (& COMMITTEE): Timeframe: April - September

- ♦ Order new uniforms as necessary.
- ♦ Distribute uniforms to team and collect deposits.
- ♦ Track and collect uniforms in good condition from team at end of season.

COACH ASSISTANTS: Timeframe: November - February / March

- ♦ Both the A Squad and the B Squad are in dire need of assistants on the mat to help the coaching staff at all practices.
- ♦ Wrestling experience is not required, but is helpful.
- ♦ If you know anyone with wrestling experience who might be interested with assisting our program, please have him contact Tom Linehan 410-729-5880 or tlinehan@comcast.net

SPIRITWEAR COORDINATOR: Timeframe: September - December

- ♦ Get updated pricing from existing vendor (vendor relationship has already been established).
- ♦ Update team order form with new pricing and distribute to team on first day of practice.
- ♦ Collect team orders and payments.
- ♦ Prepare team order summary for vendor.
- ♦ Place order with vendor and follow-up. Merchandise must be received by the holidays.
- ♦ Verify vendor invoice for accuracy and distribute merchandise to team upon receipt.

CONCESSIONS COORDINATOR (& COMMITTEE): Timeframe: November - January

- ♦ Coordinate concession stand for SPY Wrestling hosted Welsh Tournament (November), A Squad home match(es), and MLK Tournament (January).
- ♦ Form concession committee to assist with preparation prior to events and to work concession stand during events.
- ♦ Prepare team concession donation signup list prior to events and solicit team for donated concessions for each event. Coordinate collection of donated concession items.
- ♦ Purchase necessary concession items that are not donated.
- ♦ Setup, run, and cleanup concession stand at above events.

B SQUAD TEAM MOM (OR DAD): Timeframe: November - February

- ♦ Correspond with parents regarding upcoming events & deadlines.
- ♦ Help B squad coach with tracking of wrestler sign-ups for tournaments, tournament entry deadlines, & associated paperwork.
- ♦ Assist with disbursement and collection at practices (tournament forms, banquet RSVPs, spiritwear orders, etc.).
- ♦ Answer questions regarding all aspects of the team for new team members.
- ♦ Serve as liaison with A squad for team events (tournaments, etc.)
- ♦ Assist with uniform distribution and collection.

YEAR END BANQUET COORDINATOR (& COMMITTEE): Timeframe: January - March

- ♦ Secure a caterer.
- ♦ Compose & disburse an informational flyer for the team regarding the details of the banquet.
- ♦ Collect RSVPs and payments from the team (there is a nominal charge to help cover costs of dinner and gifts).
- ♦ Purchase cups, plates, napkins, utensils, table covers, balloons, etc.
- ♦ Coordinate getting coolers, ice, etc. and arranging with custodians for table setup in the SPHS cafeteria.
- ♦ Purchase coach and volunteer gifts.
- ♦ Purchase wrestler rewards and wrestler special award trophies.
- ♦ Setup and cleanup at banquet.

NEWSPAPER LIAISON: Timeframe: November - March

- ♦ Prepare information/articles regarding team events and statistics.
- ♦ Get input and perspective regarding team events from coaches and volunteers.
- ♦ Contact the Severna Park Voice and the Capital newspapers with the information and keep our team in the news!

TOURNAMENT VOLUNTEERS: Timeframe: November - January

- ♦ Assist with the SPY Wrestling hosted tournaments in one of the following areas (no experience necessary - will train!):
 - REGISTRATION: Register wrestlers prior to weigh-in, verify entry form is completed correctly, collect entry fee.
 - WEIGH-INS: Weigh in wrestlers after they have registered and write their weight on their hand.
 - BRACKETS: After coaches have placed wrestlers in groups, record each wrestler's name on a bout sheet.
 - RESULTS: Process bracket sheets - identify 1st, 2nd, 3rd, 4th place winners.
 - ADMISSIONS: Collect spectator admission fees at the door.