

# IFPAA Volunteer Positions – Summary Descriptions

## Manager (Regular Season)

Head Coach with total overall responsibility for a team. Included is a requirement to follow all IFPAA policies and procedures as identified in the IFPAA Handbook.

## Manager (Tournament)

Head Coach with total overall responsibility for a team. Included is a requirement to follow all IFPAA policies and procedures, including the requirements contained in the IFPAA Handbook and Tournament Document.

## Coach

Provide support in instruction, practices and games as designated by the manager. Coach bases and players in game functions. Serve as a backup to the manager in all phases of their responsibility.

## Uniforms

Responsibility for the distribution and collection of uniforms, shirts and t-shirts. Serve on committees to support IFPAA uniforms functions.

## Fields

Provide preparation of fields before games and afterwards. Serve on committees to support IFPAA field maintenance projects.

## Equipment

Responsibility for the distribution and collection of equipment for teams and to the equipment field boxes. Serve on committees to support IFPAA field maintenance projects.

## Umpire

Serve as volunteer umpires for leagues for ages 4 – 8. Complete training and certification and serve as paid umpires for the older league, age 9 – 12.

## Candy

Organize and distribute candy to those choosing this option.

## Registration

Complete tasks for communicating registration information via mailings, emails, reporting, distribution to private schools, day cares, yard signs, newspapers and periodicals.

## Snack Shack Management

Complete management functions for a snack shack. Support the director and help in acquisition of food, snacks and drinks. Serve on committees to clean and open the snack shacks in the spring, periodic cleaning during the season and closing the snack shacks after fall ball. Periodic stocking of coolers and snacks displays.

# IFPAA Volunteer Positions – Summary Descriptions

## Franklin Park Festival

Provide support for the Franklin Park Festival setup and cleanup

## Communications

Serve on committees & complete tasks for updating the website with IFPAA and team's information. Provide information to local newspapers and periodicals. Create email information to IFPAA members. Setup distribution lists. Complete various other tasks as identified.

## Tournaments

Serve as Bracket Directors. Support tournaments with setup, field work, announcing games, scorekeeping and communications to visiting teams. Setup and staff snack shack. Stock coolers, food & snacks. Periodic cleaning of the snack shacks. Monitor financial aspects of snack shacks.

## Team Coordinator

Support the team manager in coordination and scheduling. Distribute uniforms, T-Shirts and equipment. Provide communications to team members.

## Billboard Sales / Support

Send out solicitations for banner sales. Provide follow up visits and calls to potential businesses. Erect field banners. Remove and store banners at the conclusion of fall ball.

## Publicity

Create and send informational emails and flyers to our registrants, various businesses and vendors. Create and send information to Franklin Park Borough and Town of McCandless for their newsletters. Create and send registration announcements and other news releases to the Post-Gazette and Pittsburgh Tribune, as well as local magazines and publications.

## Fundraising

Create proposals for IFPAA fundraisers, solicitations and events. Support the current and approved IFPAA fundraisers.

## Computer Reports

Become familiar with the current IFPAA Online Registration System. Serve as a backup for updating the system. Create requested reports required by the executive director and executive officers, board members and league commissioners.