

St Michael CYO Track & Field

Volunteer Sheet

Name: _____

Child(ren) & Grade(s): _____

The CYO Track program involves much time and effort—all volunteer. Please be aware your involvement is the only way this program will happen and is mandatory. We are requiring you commit to either a Non-Meet Job or Meet Jobs before the season starts. If you choose to work at the meets you need to commit to working either 3 entire meets or 6 ½ meet shifts.

Non-Meet Jobs

1. **COACH.** We always need coaches. Without supervision and guidance on the field, we don't have a team. Experience isn't necessary but a commitment to be at practice at least one day a week is appreciated.
2. **RELAY COORDINATOR.** This person has to attend practice on Tuesdays and Thursdays to run time trials and organizes the relays for each grade. This person has to be at all the meets both for the 4 x 100M at the beginning of the meet, and the 4 x 400M and sprint medley relays at the end of the meet.
3. **GRADE FACILITATOR/MEET ATTENDANCE.** We would like to have two people who coordinate with parents and their kids each week as to who will be attending each meet.
4. **VOLUNTEER COORDINATOR.** This person organizes volunteers for meet obligations and other team jobs, coordinates with other parishes regarding volunteers for meets, and checks in volunteers.
5. **SIGN-IN/SIGN-OUT BOOKS.** We need people to sign up for designated days of the week to stay at practice to ensure people sign their children in and out, and receive any paperwork being distributed.
6. **WEBMASTER.** This person manages the team web site, posting current information as needed. The site is up and running, minimal experience needed.
7. **PUBLICITY.** One person to be responsible for obtaining meet results and submitting to local papers.
8. **PHOTOGRAPHER.** People are needed to take pictures of all team members at practice and meets. We display these photos at the Team Party and children get to take their photos home. You are reimbursed for your expenses.
9. **T-SHIRTS AND SWEATSHIRTS.** This person places the order for t-shirts and sweatshirts, and supervises their distribution.
10. **RIBBON DISTRIBUTION.** Manage the awards box at practice to distribute awards to the kids, generally at the end of practice.
11. **END OF SEASON PARTY.** A person needs to coordinate volunteers for the End of the Season Party and volunteers are needed to put on the event.

Meet Jobs

1. **NAME LABELS.** Print out labels for each child and distribute at the start of every meet. Labels include, name, CYO number, grade, team name

2. **SET UP AND/OR TAKE DOWN.** People are needed to arrive one hour before the meet to help set up canopies, field event bins and equipment, relay staging areas, timing system, etc., or help take down and put away equipment after the meet.
3. **TIMING SYSTEM.** We need people available at all the “home meets” to operate the automated timing system. You need to be somewhat computer literate.
4. **STARTER.** Needs to be at the meet to act as starter or assistant starter for the entire day.
5. **JUDGE AN ASSIGNED EVENT/ CLERK/SHEPHERD.** Help facilitate specific events at meets (check participants into running events, shepherd them from the staging area to the track, judge relay handoffs zones, run field events, etc.,). No experience necessary.
6. **DATA VERIFICATION.** At the meets we need volunteers to “vet” the running and event sheets to make sure names and competitor numbers are present and legible so this information can be entered into computers offsite.
7. **ANNOUNCER.** Someone is needed to handle the microphone at meets announcing events, calling for volunteers, etc.
8. **WEB CAM.** For Granada High meets, we need volunteers to work the camera and computer equipment.

Please indicate your top three choices in order of preference by numbering 1, 2, 3. We will try to accommodate your choices. Thank you in advance for your efforts.



Everyone will be asked to commit to their Volunteer Duties at the beginning of the season to avoid our team having to scramble to provide volunteers at the end of the season. If you know now you will not be able to participate as a volunteer please sign below, in which case your \$100 Volunteer Fee will be forfeit to the team and the Volunteer Coordinator will use that money to hire high school student/athletes to fulfill your duties.

Date: _____

I, _____ parent of

_____ will not be able to fulfill my

Volunteer Obligation to the St Michael Track & Field Team and forfeit my \$100 Volunteer Fee

which will be used by the Team to hire high school student/athletes to fulfill my obligation.

Signed _____