

Champlin Park Fastpitch Association - Volunteer Opportunities

Status	
	Board Member
Filled	<p>President</p> <p>The Chief Executive Officer of the association. Presides over the general membership meetings, the Executive Board and runs Executive Board meetings. Empowered with the authority to call special meetings of the Executive Board. Trains and assists other officers of the association. Responsible for check signing in the absence of the Treasurer. Oversees the Registration Manager. Presiding officer of the coaches selection committee. Forms ad hoc committees on an as needed basis.</p>
Filled	<p>VP</p> <p>Equipment Manager and Uniform Manager. Presides over the Fund Raising Committee. Serves as a member of the Executive Board</p>
Filled	<p>Secretary</p> <p>Take and maintain the minutes of all general membership meetings and Executive Board meetings and any other meetings as directed by the President. All general membership minutes are to be communicated to the general membership on a monthly basis. Coordinate the collection of, and maintain all registration forms including player birth certificates and medical forms. Maintains attendance records of the general membership meetings. Responsible for all association electronic and paper communications including the posting of time, date and location of the general membership meetings. Serves as a member of the Executive Board.</p>
Filled	<p>Treasurer</p> <p>Maintain association banking accounts and signs all checks. Prepare and present the monthly financial reports for the general membership meetings. Prepare an annual Budget/financial report for presentation and approval by the Executive Board. Serves as a member of the Executive Board.</p>
	Committee Member/Leader and Other
Open	<p>Tournament Director / Assistant</p> <p>Organize the annual CPFA tournament, including recruit teams, work with vendors, be on-site during the entire tournament.</p>
Open	<p>Equipment Manager</p> <p>The Equipment Manager is charged with the duties of procuring, maintaining and storing the equipment for all CPFA teams. All equipment must be checked out by the team head coaches at the beginning of the season and accounted for by the team head coaches at the end of the season. Responsible for equipment repair and replacement during the playing season. Complete a full inventory of CPFA assets/equipment each October and report results to the Executive Board. All purchases should be made with final approval by the Executive Board.</p>
Filled	<p>Registration Manager</p> <p>Responsible for the registration process for returning players and new players to CPFA for spring/summer and fall teams. This includes forms completion, check collection and communications to the Executive Board. All expenditures should be made with final approval by the Executive Board.</p>
Board	<p>Player Evaluations / Development & Coach Development Committee</p> <p>Organize clinics for CPFA players and coaches. Research and communicate outside clinic for interested CPFA players and coaches. Develop & organize player evaluation process for Board approval.</p>
Open	<p>Fundraising Manager / Assistant</p> <p>The Fund Raising Committee(s) shall consist of member(s) whose duties shall be to raise funds for the operation and expansion of the organization. Activities proposed for fund raising are subject to approval by the Executive Board. The presiding officer shall be the Vice President with other members being appointed by the Executive Board on an as needed basis.</p>
Filled	<p>Sportswear / Uniform Manager / Assistant</p> <p>Responsible for the procurement of CPFA uniforms each season. All expenditures should be made with final approval by the Executive Board.</p>
Open	<p>Field Manager</p> <p>Liaison with the Champlin Park High School Athletic Director for determination of field assignments. Prepares game schedules for all teams in coordination with head coaches. Responsible for field preparation and assignment of fields on game days. Obtains umpires for home games. Provide maps to the CPFA fields for visiting teams. Collect and distribute maps for away games to CPFA coaches. Reschedule make-up games. All expenditures should be made with final approval by the Executive Board.</p>
Open	<p>Field Preparation Crew</p> <p>Prepare the fields for all home games & CPFA weekend tournament under the direction of the Field Manager.</p>

- Open **Webmaster**
Ensure the CPFA website is current, accurate and easy to use. Assist coaches & Board with updating the website as needed.
- Open **Volunteer Coordinator**
Ensure that volunteer shift positions are filled. Keep track to verify that CPFA parent/player volunteer responsibilities are met.
- Open **Shift work at Clinics / Evaluations / Tournament / Parent-Player Meeting**
Assist as needed at Player clinics - January 25; Player evaluations - March 21 & 22; Player/Parent Meeting - April 3; Tournament - May 16
Duties may include: Registration tables, Set-up, Clean-up, Concessions, sportswear sales, etc. Minimum of 8 hours (less if positions are filled). TBD.
- Open **Shift work at Fundraisers (TBD)**

Team Volunteer Opportunities

- Open **1 Coach per Team**
- Open **Assistant Coach/Practice Assistants**
Attend all practices and games. Work under the direction of the head coach to coach the players in large/small groups in practice; and warm up the players prior to the games.
- Open **1 Scorekeeper per Team**
Ensure the scorebook is completed during each game.
- Open **Team Manager**
Work with the Association Board and Team Coach to ensure that team members receive all necessary communications (game & practice schedules, team contact information).