

Mustangs Athletics

COACH & VOLUNTEER TASK LIST

Below are general duties for each sport. Coaches are not expected to perform all tasks listed. BVCHEA relies on parent-volunteers to assist coaches with these duties in order for the season to run smoothly. Coaches may select which duties they want to oversee and delegate remaining duties to parents. Individual sports may have additional duties not listed below.

TAIAO COMPLIANCE

- read TAIAO General Rules and sport-specific plan
- comply with eligibility, transfer, and off-season policies
- register sport with TAIAO if competing in post-season play
- submit roster to TAIAO
- submit roster, game schedule, and win-loss to MaxPreps

SCHEDULE PRACTICES & GAMES

- email/text opponents to schedule game date/time/location
- email court/field with reservation for practices & games
- create game schedule for Arbiter
- verify games/refs in Arbiter
- add games/reminders to TS calendar
- confirm games with opponents + provide admission info
- add practices to TS calendar
- update TS as needed

FINANCES

- track invoices (verify charges)
- email invoices to Treasurer for payment
- email referee/umpire invoice to Treasurer for payment
- update finance spreadsheet

HOME GAME ADMISSIONS

- cashbox + card readers + game day signs + tablecloth
- ipad with sponsor logos
- deliver cash deposit to Treasurer
- update finance spreadsheet

GEAR

- transport gear to and from practice
- manage equipment and keep inventory
- take care of uniforms (order news ones as necessary)
- order gear as needed

VOLUNTEER SPREADSHEET

create/monitor spreadsheet for game duties
verify all game day duties are filled

REGISTRATION

create registration for spring training
create registration for regular season
upload enrollment report to share drive
send welcome email
monitor player physicals
monitor player transfer forms

COMMUNICATION

weekly email updates
announcements in TS
tournament details

SOCIAL MEDIA

registration posts
game day posts (fb/insta)
match result posts

TEAMBUILDING

coordinate devotionals at practice
organize activities outside of practice (meals after games, etc.)
tournament snack bags
spirit night + senior night

MEDIA DAY

schedule photo day with coaches + photographer
email families with details

FUNDRAISING

organize fundraisers
thank you fb posts for sponsors

SPRING/FALL TRAINING

coordinate days/times with coaches
create social media posts
create registration
schedule field/court + pay invoices
transport gear
deliver cash deposits to Treasurer
design/order T-shirts