

PAYS Volunteer Requirement Policy Reminder: For one child, please complete two duties (soccer), or one duty (basketball, softball, baseball) by the end of the season. For two or more children, please complete three duties (soccer) or two duties (basketball, baseball, softball) by the end of the season. Your check will be returned to you un-cashed at the end of the season if your volunteer duties have been completed.

Below, please see a list of duties that would satisfy your volunteer requirement if your child is enrolled in a PAYS sport. This is *by no means an exhaustive list*. Almost weekly, we are finding new areas where we need support to keep programming up-and-running. If you have an idea that you don't see listed here, talk to your child's coach, or email info@plymptonyouthsports.com.

General Volunteer Duties

- Snack shack during a home game
- Event support - raffle table, grill station, popcorn/cotton candy machine station, event set-up and breakdown
- Recruit sponsors and help with fundraising for various events throughout the year
- Support the uniform coordinator with various duties
- Graphic design

Baseball/Softball/T-Ball:

- Coach or assistant coach
- Rake the field before and after a practice and game
- Organize and inventory the equipment shed
- Clean equipment
- Change the oil in the golf cart or give it a tune up if you are a small engine whiz
- Become a team parent
- Help set up and break down the end-of-season BBQ
- Help seek out sponsors and raffle items for opening day & the spring season

Basketball:

- Coach or assistant coach
- Set up and break down equipment
- Sit at merchandise table when there's an opportunity
- Help with end-of-season banquet(s)
- Equipment check - inventory, inflate balls, check first aid kits for all items
- Help organize Celtics Night Out trip and other events as they arise
- Become a team parent
- Help out on evaluation day

Soccer:

- Coach or assistant coach
- Referee (referees receive training, require registration at U10 and above and are paid positions)
- Pre-season equipment organization, cleanup and overall maintenance
- Paint/line the fields (weekly job - we need more people to help with this!)
- Inventory shed/equipment
- Wash/laundry coach bags and organize coach bag equipment at end of season
- Help with Soccer Kick-Off event
- Become a team parent

***Open Volunteer Positions Appointed by the PAYS Board of Directors**

We are actively recruiting official volunteer positions: Volunteer Coordinator, Fundraising Coordinator, Field & Maintenance Coordinator (Baseball/Softball), and PAYS President. If you are interested, we'd ask that you attend most monthly Board meetings (evening of the second Thursday of each month), and commit a couple hours per week when seasons are in session. Summer is definitely a time of rest for PAYS, but there are events and programming that are being planned behind the scenes. We'd love to hear from you if you're interested in hearing more!

PAYS Volunteer Coordinator

The PAYS Volunteer Coordinator helps organize all aspects of volunteering, from recruiting new volunteers to promoting opportunities for people who need to meet the volunteer requirement.

The VC will:

- Partner with coaches, sports directors, and board members to identify volunteer needs as much in advance as possible
- Conduct outreach to secure volunteers for various sporting and community events
- Track and record individual volunteer hours
- Schedule volunteers
- Coordinate volunteer recognition program event(s)
- Provide information/training materials for various volunteer positions

Estimated time per month: 5-6 hours

In-person meetings: approx. 1x/month

Reports to: PAYS Board

PAYS Fundraising Coordinator

The PAYS Fundraising Coordinator helps organize the direction and maintenance of PAYS fundraising and sponsorship programming.

The FC will:

- Operate as the the main point of contact for all fundraising and sponsorship opportunities
- Develop meaningful relationships with companies and members of the community to build partnerships that benefits PAYS programming
- Partner with coaches, sports directors, and board members to identify fundraising needs as much in advance as possible
- Conduct outreach to secure sponsorships and donations for various sporting and community events
- Maintain an up-to-date list of local businesses and contacts connected to fundraising duties
- Track and record all donations and monies related to PAYS fundraising and sponsorships in conjunction with the PAYS Treasurer
- Provide monthly updates to PAYS Board regarding fundraising duties and events
- Provide recognition and thanks to sponsors via the PAYS website, social media, and through emails (in conjunction with the PAYS Social Media Coordinator)

Estimated time per month: 5-6 hours (more during baseball/softball season)

In-person meetings: approx. 1x/month

Reports to: PAYS Board

PAYS Baseball/Softball Field & Maintenance Coordinator

The PAYS Baseball/Softball Field & Maintenance Coordinator supports the PAYS Baseball/Softball Director with various duties. Specifically this person helps with communication between PAYS and affiliated groups and leagues related to field usage, condition, and upkeep needs.

Estimated time per month: 8 hours during baseball/softball season; fewer in the off-season

In-person meetings: approx. 1x/month

Reports to: PAYS Board & PAYS Baseball/Softball Director

PAYS President

We are looking to transition a new PAYS President in as soon as possible, with the formal position starting in June of 2024. *PAYS is in the process of updating our bylaws, which were last updated in 2018. The responsibilities below reflect the 2018 bylaws of the President's responsibilities, and are subject to change. Our goal is to have updated bylaws by the Spring of 2024.

The PAYS President's responsibilities include and are not limited to:

- Attend and lead monthly board meetings and prepare agenda
- Attend coaches meetings for each sport
- Help VP with fundraisers for PAYS (if needed)
- Responsible for working with parents/coaches regarding issues, concerns, etc.
- Executive Committee (EC) partner for Soccer.
 - Works Closely with the Director to be sure schedules are done, fields are lined/maintained, schedules are sent out to coaches in a timely manner, referees assigned, referees are assigned, coaches meeting set, budget done, end of year event set, etc.
- Update Facebook on a regular basis to keep people engaged
- Provide training opportunities for coaches, players, etc.
- Works closely with Kingston and Halifax to be sure we have playing options if needed
- Works on developing new programs/sports within PAYS with VP
- Works with Directors to set up Photo Day for each sport
- Works with School and Town to get approval for gym usage, field usage, etc.
- Sets up insurance for the programs
- Lead/Be Liaison for community events
- Sets up registration and opens/closes it.

Estimated time per month: 10-15 hours

In-person meetings: approx. 1x/month

Reports to: N/A - oversees PAYS Board