



DTF _____ TEAM VOLUNTEER SIGN UP SHEET

Job/Activity	Description	Team Volunteer	Phone	E-mail	Notes
Team Manager	Coordinates and manages all matter involved with the team				
Team Treasurer or Finance Committee Representative	Manages the financial affairs of the team including setting up of the bank account, deposit of team funds, issuing checks for team expenses, reconciling account, and providing financial reports to the team at the end of the fall and spring seasons.				
Tournament Representative	Attends planning meetings and helps coordinate volunteers needed for tournaments hosted by DTF; Sits on tournament committee at DTF				
Field Representative	Works with Club Field representative (Kevin Webb); Coordinate volunteers from team to help with field maintenance when needed				
Hospitality	Coordinates all parties & special team activities; social butterfly; thank you note writer, etc.				
Fundraising Coordinator	Develop and implement ways the team can earn money to lessen the additional costs for each player; Selling of Sign Sponsorships				
Media / Newsletter Representative	Write short summaries of the happenings of the team for the club newsletter, website and local newspapers.				
Team Webmaster	Provides updated information to team website; Keeps calendar current; Supplies news to Club Webmaster.				
Team Uniform Coordinator	Coordinates Supplemental Uniform Orders for the team; Assist in ordering & distribution of uniforms when received				
Team Photographer	Takes player photos for player passes; Takes team photo in home uniform and makes available for upload to DTF website; Takes pictures at tournaments and special events make available for upload to website or for promotion purposes.				
Team Travel Coordinator	Coordinates the selection of team's hotel for travel tournaments / events. Arranges team dinner locations & other activities if needed.				