



# 2021 TCW Volunteer Job Descriptions

Contact:  
[volunteerdirector.tcw@gmail.com](mailto:volunteerdirector.tcw@gmail.com)

# Contents

VOLUNTEER POLICY & OPT-OUT INFORMATION

3

# VOLUNTEER POLICY

The Tomball Christian Warriors rely heavily on the participation of each family (Football & Cheer) to facilitate all activities.

Over 35 volunteer positions are needed for each Varsity HOME game. Over 20 volunteer positions are needed for each JV and Jr. High HOME game.

Each family is responsible to sign-up for game day duties. A separate Volunteer Registration will be sent to you once you have registered with TCW, and your player will not be allowed to participate in Team Events until your Volunteer Registration is complete.

Weekly Practice Water Duty (applicable to Football only) is also required for each TCW family, and participation does not exempt a family from volunteering for game day duties. This is a tough job that requires more than one strong family member. There will be training made available on how to perform practice water duty. You must be on time and fully prepared. We do offer a “Buyout” option so we can pay to have someone fulfill your Volunteer Duties.

Once Volunteer Registration is complete the Volunteer Coordinator will produce a schedule and email it to the team. Volunteers are required to sign in at the gate on game day with the Team Coordinator. Volunteers who are unable to fulfill their obligation at any game must contact the Volunteer Coordinator within 24 hours and are responsible for finding a replacement.

## VOLUNTEER OPT-OUT INFORMATION

Volunteer Opt – Out is an option for parents that cannot contribute to the TCW volunteer requirements. Please add the appropriate fee (\$500) in the registration section if you choose this option.

Water Duty Opt-Out (Applicable to Football only) is an option for parents that cannot work the one practice week (per player) required for each family during the season (Spring and Fall). This is a tough job and does require active movement for the entire practice. Please add the appropriate fee (\$200) in the registration fee section if you choose this option.

Parents will sign up online for their volunteer positions. Once registration is complete, the Volunteer Director will produce a schedule and e-mail it to the team. Parent involvement in the football program is a must!

Volunteers are required to sign in at the gate on game day with the Team Mom. Volunteers who are unable to fulfill their obligation at any game must contact the Volunteer Director within 24 hours and are responsible for finding a replacement.

A complete TCW Volunteer Matrix is below:

TITLE	ROLE	HOME GAME S ONLY	ALL G A M E S	COMMENTS
Team Mom	<ul style="list-style-type: none"> <li><input type="checkbox"/> “Go to” person/people for game information.</li> <li><input type="checkbox"/> Work with special events team during homecoming and senior recognition.</li> <li><input type="checkbox"/> Oversees check-in list for all volunteers on game day.</li> <li><input type="checkbox"/> Answers any questions concerning game day duties.</li> <li><input type="checkbox"/> Has Team/Player Notebook with them at all games.</li> <li><input type="checkbox"/> Has the referees sign their proof of work forms</li> <li><input type="checkbox"/> Has game day gate/ticket box.</li> </ul>		X	1-2 people  Full Season
Stats Recorder	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible for recording all stats during home and away games and entering them weekly on to Max Preps website.</li> </ul>		X	2 people per week
Field Operations (Chain Crew & Field Liners)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsibilities include assisting in the lining the field, working chains and yard markers.</li> <li><input type="checkbox"/> Chain gang responsibilities apply to home games only.</li> </ul>	X		4-5 people per week
Sideline Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> The ‘go to person’ on the sidelines.</li> <li><input type="checkbox"/> Ready to assist or aide coaches, medical team and water team.</li> <li><input type="checkbox"/> Helps with crowd control. Keeping spectators out of the coaches and player area.</li> </ul>		X	1 person per week

TCW Merchandise Coordinator(s)	<input type="checkbox"/> Set up and break down sales table. <input type="checkbox"/> Inventory merchandise. <input type="checkbox"/> Count moneybox and return to team treasurer, return merchandise to the trailer and send inventory to Board member.	X		1 person Full Season
Merchandise Sales	<input type="checkbox"/> Help with sales at home games.	X		1-2 people per week
Hydration Team (Sidelines)	<input type="checkbox"/> Arrive an hour before the game. <input type="checkbox"/> Responsibilities include filling water system and bottles before game. <input type="checkbox"/> Monitoring of all sideline hydration and fluids throughout the game. <input type="checkbox"/> At timeouts take water to referees at home games. <input type="checkbox"/> Set up visitor water coolers.		X	4 people per week for varsity 4 people per week for Junior High
Nurse/Doctor	<input type="checkbox"/> Administers medical support at all home and away games		X	1 person per week
Student Trainer	<input type="checkbox"/> To assist Nurse/Doctor		X	1 person per week
Clock & Scoreboard	<input type="checkbox"/> Operates clock/ scoreboard for all home games. <input type="checkbox"/> Needs to know how to work a score board.	X		2 people per week
Announcer & Media Coordinator	<input type="checkbox"/> Organizes game announcements, prayer and National Anthem. <input type="checkbox"/> Ensures proper display of the American Flag at home games as well as coordinates music for the cheer squad.	X		1 person
Water Duty Coordinator	<input type="checkbox"/> Organizes and schedules all practice water duty with parents/volunteers <input type="checkbox"/> May assist with game water duty as needed <input type="checkbox"/> Reports to Volunteer Director			1- Varsity 1- Junior High Full Season
Practice Water Duty	<input type="checkbox"/> Arrive 45 minutes before practice to fill water system and water bottles. <input type="checkbox"/> Keep water bottles near the players and their break off groups. <input type="checkbox"/> Monitor fluids throughout the practice. <input type="checkbox"/> Empty water system at the end of practice and place in closet near concession stand. <input type="checkbox"/> Take water bottles home and clean each night. <input type="checkbox"/> Last day of practice pass off water bottles to the			EACH TCW football family is assigned one week of water duty.  *Families who are a “cheer only” family are not

	next family.			required to do water duty.
After-game Meal Coordinator	<input type="checkbox"/> Coordinates pre-game & post-game meal plans and works with Team Parent		X	Full Season
Videographer	<input type="checkbox"/> Responsible for videotaping all home and away games. <input type="checkbox"/> Need tower video and elevated view <input type="checkbox"/> Can provide training if needed.		X	2 people Full Season
Photographer	<input type="checkbox"/> Responsible for taking game day pictures <input type="checkbox"/> Upload photos to the website weekly		X	2 people per week
Clean Up Crew	<input type="checkbox"/> Making sure after each game we leave the stands cleaner than we found them.		X	3-4 people per week
Kick Off Coordinator	<input type="checkbox"/> Organize and plan for the kickoff party in August. <input type="checkbox"/> Food, drinks, etc. <input type="checkbox"/> Reports to Volunteer Director			1 person needed
Kick off Helper	<input type="checkbox"/> Assist the K.O. coordinator			4-5 people needed
Homecoming Coordinator	<input type="checkbox"/> Organize and plan for the Homecoming Dance <input type="checkbox"/> Food, drinks, decorations, DJ, etc. <input type="checkbox"/> Reports to Volunteer Director			1 person
Homecoming Helper	<input type="checkbox"/> Assist the Homecoming Coordinator			10+ helpers needed
Monday Night Meal Coordinator	<input type="checkbox"/> Organize and Plan for the Coaches and Players Monday Night Meal/Meeting			1 person Full Season
Monday Night Helper	<input type="checkbox"/> Assist the M.N.M Coordinator			Will require 6+ volunteers
Varsity Banquet Coordinator	<input type="checkbox"/> Plan and organize banquet <input type="checkbox"/> Reports to Volunteer Director			1 person
Varsity Banquet Helper/Team	<input type="checkbox"/> Help with organizing, planning.			6-7 people
Fundraising Coordinator	<input type="checkbox"/> Plan and Organize 2 fundraiser a year <input type="checkbox"/> Reports to Volunteer Director			1 person

Fundraiser Committee	<input type="checkbox"/> Assist Fundraising Coordinator			6-8 people
Cheer Concession Coordinator	<input type="checkbox"/> Plan and organize concessions at Varsity Home games <input type="checkbox"/> Reports to Cheer Director	X		1-2 people per week