

# BPAA - Brooklyn Park Basketball

## PARENT Volunteer Form

In order for the basketball program to succeed, it is important that both participants and the community support the various needs of the basketball program.

Please take a few moments to review the following areas requiring your support.

***Please note that Parents/Guardians who have children participating in the 2007/2008 Basketball Program will be required to provide 3-5 hours of support for each child registered. In addition, a \$30.00 deposit, per child, will be required prior to the start of the season and held until the requirement has been fulfilled. Any unfulfilled obligation will mean they forfeit their \$30.00 deposit.***

### BPAA Basketball Board & Committee Positions

- Secretary** - Schedule monthly committee meetings at the Brooklyn Park Community Center, take minutes, compile information, forward to committee members and post information to city website.
  - Treasurer** - Monitor program budget, receive, review and approve program invoices. Work with city treasurer to provide payment for products and services. Report budget updates at monthly committee meetings.
  - Registration Manager** – Plan pre-season program mailing, assist with creating and printing of flyers, distribute flyers to schools, attend on-site registrations and enter registration data into program website.
  - Elementary Boys Chairperson** (grades 2-5)  
**Jr. High Chairperson** (6<sup>th</sup>-8<sup>th</sup>)
  - Elementary Girls Chairperson** (grades 2-5)  
**Sr. High Chairperson** (9<sup>th</sup>-12<sup>th</sup>)
- Role of Chairperson is to ensure all program tasks are being completed. Chairperson will ensure assigned Commissioners receive all necessary practice, game and tournament schedules to distribute this information to coaches. Chairperson will attend monthly committee meetings held at the Brooklyn Park Community Center.
- Equipment Manager/Helper** – Inventory program equipment and monitor inventories throughout season, purchase basketballs, rule books, jerseys, medical bags, etc., manage equipment storeroom.
  - League Commissioners** – The role of League Commissioner is to ensure that all relevant information is being communicated to the coaches. The majority of this information can be done via emails and some phone calls. One Commissioner is assigned to each grade level of the program in the Elementary grades and Junior High programs. Commissioners are to assist at games, ensure relevant issues are being reported to the coaches and to the corresponding Chairperson for the BPAA Basketball Board. In addition, Commissioners help manage the registration process and attend monthly committee meetings at the Brooklyn Park Community Center for BPAA Basketball. This is a perfect job for individuals with good organization and computer skills.

#### Elementary Commissioners

2<sup>nd</sup> Grade Boys  
2<sup>nd</sup> Grade Girls  
3<sup>rd</sup> Grade Boys  
3<sup>rd</sup> Grade Girls  
4<sup>th</sup> Grade Boys  
4<sup>th</sup> Grade Girls  
5<sup>th</sup> Grade Boys  
5<sup>th</sup> Grade Girls

#### Junior High Commissioners

6<sup>th</sup> Grade Boys  
6<sup>th</sup> Grade Girls  
7<sup>th</sup> Grade Boys  
7<sup>th</sup> Grade Girls  
8<sup>th</sup> Grade Boys  
8<sup>th</sup> Grade Girls

#### Senior High Commissioners

9-12<sup>th</sup> Grade Boys  
9-12<sup>th</sup> Grade Girls

- Coaches / Assistant Coaches** – All grades.

## OTHER VOLUNTEER OPPORTUNITIES

- ❑ **Concession Stand Manager** – Coordinate the events during the season where concessions will be available. Solicit parent volunteers and schedule assignment times. Arrange pick-up/delivery times for products to be delivered to school sites. Assist with concession set-up and take down process. Manage inventory sheet of products used for tracking of suggested products to offer during events.
- ❑ **Concession Stand Worker**
  - Jr. High Dec. Tournament
  - Compile concessions calendar
  - Pick up/deliver supplies
  - Compile inventory sheet
  - Elementary Tournament
  - Solicit parent volunteers
  - Concessions set-up
  - Other
  - Sr. high Yr. End Tournament
  - Compile volunteer schedule
  - Work at concession stand
- ❑ **Picture Night Manager/Worker**– Coordinate the player/team photo event. Confirm availability with vendor and BP Community Center, communicate dates/times to committee and schedule team times.
- ❑ **Parent Volunteer Manager** – Organize volunteers for various program events, and/or areas parents can offer support. Monitor volunteer time by tracking individual volunteer information and tasks completed. Solicit volunteers for events short of help.
- ❑ **Website** – Update the BPAA Basketball website.
- ❑ **Clerical / Support**
  - Prepare pre-season mailing
  - Create flyers, print flyers, pick up from vendor site, and distribute flyers to schools
  - Attend registrations
  - Enter registration data
  - Help inventory current equipment
  - Assist with handing our equipment and uniforms
  - Pick up/deliver supplies to sites (i.e. basketballs to schools, trophies to warehouse or schools, etc.)
- ❑ **Practice/Game Scheduler Manager** – Work with city and league to establish dates/times for holding team practices, games and tournaments. Work with the city to compile/submit permit requests. Compile approved times to spreadsheets and/or other various documents necessary to the program. Communicate any changes in permit schedules so communication and revisions can be made throughout the season as necessary. Work with referee manager to ensure refs are assigned to game times.

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Mail to:** Don Kovacovich  
c/o Wexford Financial, Inc.  
12 South Sixth Street Suite 220  
Mpls., MN 55402

or Jerry Gamber  
9148 Barrington Terrace  
Brooklyn Park, MN 55443

**Email to:** [DonKovacovich@embarqmail.com](mailto:DonKovacovich@embarqmail.com)

Jerry.Gamber@ferguson.com

**Phone:** 612-436-2003 *daytime*  
612-290-5476 *cell*

763-493-3930

**Thank you for your participation!**  
*BPAA Basketball Committee*