



SPACE COAST PANTHERS YOUTH FOOTBALL & CHEERLEADING INC. 2022 BOARD AND VOLUNTEER EXPECTATIONS POLICY

Serving as a member of the SCP Board of Directors or in any Volunteer position is not only a privilege but also a serious responsibility. Per our bylaws, prior to election to the board or approval to a volunteer position, each interested party is expected to select an area of responsibility to manage. Each position has clearly defined duties and are described in the *Volunteer Position Duties* policy appended to our Bylaws.

It takes more than just doing one particular job and showing up to board meetings. All volunteers are part of the team that is responsible for the entire program. We each have other responsibilities above and beyond one position title.

1. **Meeting Attendance-** Per our bylaws, it is mandatory that all elected Board Members attend regularly scheduled general membership meetings. Arrive on time and come prepared. Notify a member of the Executive Board if you will be unable to attend a meeting. Per bylaws “if there are more than four total absences during a term year, the board member is subject to be expelled from the board”. All personnel who have been approved to fill volunteer positions are highly encouraged to attend these meetings as well.
 - a. **Emergency Board meetings** – Additional general membership meetings may be required from time to time. Per our bylaws in these cases, every attempt will be made to provide a 48-hour advance notice. Board Members are required to make every attempt to attend these.
2. **Completion of job duties as outlined in *Volunteer Position Duties Policy*** – Each volunteer should review their job description prior to being elected and report by the first meeting of each year if any modifications need to be made for the upcoming season.
3. **Participation in “All hands-on deck” events:**
 - a. **Registration** – While the Registration Coordinator has the primary burden of organizing and hosting live registration events, additional help is needed. Examples: Treasurer is requested at each registration to collect monies and both the Cheer and Football Director should be available to answer questions respectively (or designated substitutes). All other Board Members and/or Volunteers are expected to either serve as substitutes for the above positions and/or otherwise assist at registration when needed/requested.



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- b. **Dances** – Board members and/or Volunteers are required to attend and chaperone the dances as needed. This may include setup, DJ, selling tickets, working concession, patrolling the dance floor and ESPECIALLY cleanup.
- c. **Jamfest** – Board members and/or Volunteers are required to setup and man the board run booth(s), sell tickets, assist in concession, and help assist the teams with issues regarding their booth. Since board member duties come before other duties, Board Members may not sign up to work their child(ren)'s team booth.
- d. **Fundraisers/Sponsors** – All Board Members and/or Volunteer are required to help with all fundraisers and sponsorship drive. Each is expected to promote fundraisers to the best of their ability and participate during, i.e., car wash, bucket drop, gift wrap, festival. Each Board Member and/or Volunteer is required to acquire a minimum of one sponsor for the league annually.
- e. **Events (End of Season Ceremony/Pep Rally/Family Reunion/Festivals)** – Board Members and/or Volunteers are required to help with planning, setup, hosting, concessions, merchandise, announcements, distributing awards, collecting equipment, accepting registrations and cleanup.
- f. **Home Games** – Duties start a day or more BEFORE a home game. All Board Members and/or Volunteers are required to help setup the field (including lining) and prep the concession stand (including pick up/put away of product). During a home game Board Members and/or Volunteers are required to be at the field for setup at a minimum of one hour prior to the start of the first game of the day and stay until days' end. Board Members and/or Volunteers will assist with concessions, announcements, crowd control, trash pickup, and any other duties deemed necessary at that time.
- g. **Away Games** – One of the following: President, Vice President or Football Director are required to be at all team check-ins. Football and Cheer Director should make every attempt to attend all games. If teams are divided amongst different fields, then the board member responsibility must also be divided. Board members must go where needed or assigned by a member of the executive board.



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ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of Space Coast Panthers Youth Football and Cheerleading League (SCP) Board and Volunteer Expectations Policy. I acknowledge that I have read and comprehend the expectations for me. I understand that this form will be retained for the duration of my term as a member of the Board of Directors or Volunteer for the league.

Printed Name

Signature

Volunteer Position:

Date: